



final report

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Extension Services

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Abstract

The Extension Services contract formalises the partnership between the two RDCs (AMPC and MLA) and MINTRAC to perform dedicated and defined extension activities relating to projects, materials development, education and training activities, and industry extension activities.

This report documents the wide range of activities MINTRAC has completed during 2012-13 to achieve:

- timely and comprehensive dissemination of research and development outcomes to appropriate industry personnel
- the uptake and integration of key research and development outcomes in industry
- integration of research and development outcomes into the industry's accredited training system
- the ongoing availability and provision of timely and accurate advice to industry personnel.

Executive summary

The Extension Services contract formalises the partnership between the two RDCs (AMPC and MLA) and MINTRAC to perform dedicated and defined extension activities.

Extension activities under this agreement constitute:

- projects, [that may constitute applied research/review activities, or relate to the education, communication or extension of such research activities]
- material development e.g. educational material, tools, resources, e-learning materials, brochures/booklets, fact-sheets, reviews, reports, presentations, workshops or other similar activity to be developed for purposes of wide dissemination to the red meat industry
- education and training activities, [where these relate directly to funded R&D, past or present, within MLA and AMPC respective portfolios]
- market research, such as industry surveys, interviews, data capture and other communication or community engagement exercises (which are captured formally under the agreement as “projects”)
- data reporting and maintenance of contact databases within MINTRAC for dissemination of information to industry
- industry extension activities including workshops and presentations, of which the current MINTRAC networks are included.

This report documents the wide range of activities MINTRAC has completed during 2012-13 to achieve:

- comprehensive industry representation on education and training matters
- the development or upgrade of a wide range of educational and training materials
- the provision of career advice towards attracting and retaining personnel in the meat industry
- management of the MTM11 *Australian Meat Industry Training Package* and educational materials
- identification of requirements in industry that need to be integrated, developed and formalised within the current training framework/system
- identification and promotion of training opportunities and funding channels to support company adaptation and adoption
- the provision of professional development services to industry
- the provision of direct support to levy paying companies
- industry representation and consultation with state, national and other agencies in relation to extension, education and training projects and activities
- market research, reviews and information gathering to identify industry extension and training priorities on behalf of AMPC
- support and participation in industry events and committees
- development, publication and distribution of extension series to industry
- a wide range of specific activities related to the MINTRAC Networks and other funded projects.

As a result, MINTRAC has fully achieved the objectives of ensuring:

- timely and comprehensive dissemination of research and development outcomes to appropriate industry personnel
- the uptake and integration of key research and development outcomes in industry
- that research and development outcomes are integrated into the industry’s accredited training system
- the ongoing availability and provision of timely and accurate advice to industry personnel.

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1 Background

The Extension Services contract formalises the partnership between the two RDCs (AMPC and MLA) and MINTRAC to perform dedicated and defined extension activities.

Extension activities under this agreement constitute:

- projects, [that may constitute applied research/review activities, or relate to the education, communication or extension of such research activities]
- material development e.g. educational material, tools, resources, e-learning materials, brochures/booklets, fact-sheets, reviews, reports, presentations, workshops or other similar activity to be developed for purposes of wide dissemination to the red meat industry
- education and training activities, [where these relate directly to funded R&D, past or present, within MLA and AMPC respective portfolios]
- market research, such as industry surveys, interviews, data capture and other communication or community engagement exercises (which are captured formally under the agreement as “projects”)
- data reporting and maintenance of contact databases within MINTRAC for dissemination of information to industry
- industry extension activities including workshops and presentations, of which the current MINTRAC networks are included.

MINTRAC will undertake the following consultation, extension and technical advice activities.

1.1 Section 1: General training-related activities

1.1.1 Industry representation on education and training matters e.g. AgriFood and state agencies.

- participate in relevant forums and identify issues relating to training and extension services for the meat industry that require further scoping and RD&E
- ensure appropriate representation of the meat industry in the design and development of accredited training e.g. definition of Skill Sets, approval and equivalence of training,
- recognition of skills that comprise meat industry jobs, ensuring acceptance of training programs and units on the national scene
- respond to relevant submissions on national VET framework and associated policies on behalf of the meat industry
- provide reports on changes to policies and the educational framework to relevant industry bodies e.g. AMPC, MLA and AMIC.

1.1.2 Development of materials and delivery of career advice towards attracting and retaining personnel in the meat industry

- develop and provide materials, support, consultation, information to all people of all levels, answering enquiries etc
- identify, assess and coordinate opportunities for career advice/materials to be provided and extended within relevant industry and/or Government/stakeholder forums to the wider community
- develop and refresh over time, materials to support and attract new personnel to the meat industry in relevant careers.

1.1.3 Management of the meat industry training package and educational materials

- maintain the continuous improvement register for the Australian Meat Industry Training Package to ensure that innovations, new science and changed regulations are incorporated in a timely manner
- develop new Units of Competency as required by industry
- undertake a quarterly scan of imported units – to identify changes and opportunities for continual improvement
- receive, address and maintain a register of training package enquiries
- make changes/revise training package as directed by AgriFood and in consultation with industry
- maintain current training and assessment support materials.

1.1.4 Identification of requirements in industry that need to be integrated, developed and formalised within the current training framework/system

- work with the Principal to identify new areas that require underpinning skill base and associated training materials e.g. livestock handling, traceability, meat science
- develop associated training, assessment and support materials
- develop training tools e.g. kits and e-Learning materials.

1.1.5 Identification and promotion of training opportunities and funding channels to support company adaptation and adoption

- publish and communicate new training and funding opportunities in MINTRACKER and via the MINTRAC networks
- promote new training and funding opportunities to meat processing companies directly through regular interaction with training managers.

1.1.6 Professional development services

- conduct surveys at least twice yearly to identify industry professional development requirements
- identify suitable accredited training wherever possible
- source available state funding to support provision of programs where available
- source suitable providers to deliver training program.

1.2 Section 2: General Extension Services

1.2.1 Consultation, extension and advice provision/information services

- provide direct support to levy paying companies
- support companies that require training information, materials and advice
- provide a reliable service that is available to address the information needs of industry
- keep a register/report of enquiries annually for purposes of joint review/acknowledgement towards continual improvement with the 3 parties
- provide training and extension related advice, information services and industry support
- provide Industry representation and consultation with state, national and other agencies in relation to extension, education and training projects and activities
- undertake market research, reviews and information gathering to identify industry extension and training priorities on behalf of AMPC.
-

1.2.2 Support and participation in industry events and committees

- participate in relevant committees and issues managed/communicated e.g.:

- AMPC capability/extension consultative committee
- Meat Standing Committee
- Industry conferences e.g. AMPC conference, AMIC conference, OH&S conference, HR forums, industry expos;
- State Industry Training Advisory Boards and nominated sub-committees
- national, specific-purpose forums
- AgriFood Skills Australia.
- develop, publish and distribute extension series to industry, in areas such as:
 - animal welfare
 - biosecurity
 - meat science + quality measures and HACCP
 - water use and testing
 - energy use.

1.3 Section 3: Specific activities related to the MINTRAC Networks and other funded projects

The specific activities defined under this agreement will be undertaken in association with separately contracted projects such as:

- MINTRAC networks and conferences
- Projects, funded on a case by case basis annually and determined by AMPC and MLA

MINTRAC will:

- provide services to processors, including answering enquiries, providing information kits and extension information on red meat RD &E activities and associated education programs
- consult with AMPC/MLA to ensure that network meetings include presentations on RD&E activities and outputs that have been invested in by AMPC and MLA
- include other presentations from relevant researchers, RD&E providers and technical experts as required
- disseminate written materials such as fact sheets, reports etc at network meetings
- participate in the AMPC consultation committee (Extension and Capability) to determine RD&E projects for extension/education and subsequent presentation to AMPC Board by AMPC management
- collect and analyse data to determine the success of the networks in meeting their objectives and providing such data/reports to the Principal relevant to activities listed in this agreement.

2 Project objectives

The objectives of this project are to:

- ensure timely and comprehensive dissemination of research and development outcomes to appropriate industry personnel
- ensure the uptake and integration of key research and development outcomes in industry
- ensure that research and development outcomes are integrated into the industry's accredited training system
- ensure the ongoing availability and provision of timely and accurate advice to industry personnel.

3 Methodology

3.1 Projects

Over the period of 2012-13, MINTRAC was contracted by AMPC and MLA to undertake the following projects:

- A.MIN.0133 Training Network
- A.MIN.0130 MI&QA Network
- A.MIN.0094 Scholarships
- A.PAB.0001 E-learning for NLIS implementation in meat processing
- AM12-5053 Development of a waste water management kit for meat industry practitioners
- A.MIN.0108 Environmental Officer training in the Australian meat industry
- A.MIN.0109 Facilitating Workforce Development Planning in the Australian Meat Industry
- A.PAW.0008. Delivering livestock handling training to meat processors
- A.MIN.0107 Industry tutorials to update processors on current science relating to meat quality
- A.MIN.0106 Meat Industry Professional Development Program
- A.MIN.0104 WHS Kit for supervisors
- A.MIN.0121 Engineering Network (subsequently cancelled)
- A.MIN.0118 Waste Water extension Notes
- A.MIN.0125 Cattle cleaning extension guide
- A.MIN.0217 Extension package on yard, lairage and restrainers design
- A.MIN.0129 Meat Inspector Skills Currency
- A.MIN.0122 NLIS Roll-out
- A.MIN.0131 Professional Development 2013
- A.MIN.0124 Animal Welfare Auditing
- A.MIN.0128 Meat Hygiene Assessment (not commenced)
- A.MIN.0132 Training Authorised Request for Permit Validators (not executed)
- A.MIN.0135 Livestock handling extension
- A.MIN.0136 Extension Services
- A.MIN.0123 Animal Welfare promotional materials

3.2 Material development

Materials to be developed included educational material, tools, resources, e-learning materials, brochures/booklets, fact-sheets, reviews, reports, presentations, workshops or other similar activity to be developed for purposes of wide dissemination to the red meat industry. These were contracted as part of the projects listed above and included:

- Training and assessment materials and e-learning tool for NLIS
- Waste Water Management Kit
- Training and Assessment materials to be developed as a kit to support the Environmental Officer Skill Set
- Training and assessment materials, including distance education materials for livestock handling
- WHS website for supervisors
- Waste Water fact sheets
- Cattle cleaning extension guide
- Extension package on yard, lairage and restrainers design
- Tool for the assessment of Meat Inspector Currency
- Unit of Competency and Training and Assessment materials for animal welfare auditing

- Training and assessment materials to support use of dogs and horses in abattoirs
- Training and assessment materials to support an environmental unit in the rendering qualification
- Animal Welfare promotional materials.

3.3 Education and training activities

These were funded as part of the projects listed in 3.1, and included:

- presentations and workshops at 22 scheduled network meetings
- pilot workshops in NLIS training
- waste water workshops for operators and trainers
- Environmental Officer Skill Set training to two groups
- Workforce Development Planning workshops in five states
- pilot low-stress livestock handling training at three locations
- two meat science tutorials
- Professional Development courses in:
 - Animal Welfare Officer Skills Set – Oakey, Scone x 2, Churchill; Wagga; JBS, WA, Qld, Train-the-Trainer
 - Effectiveness of Stunning – SA, WA, NSW, Qld x 2, Vic, Gundagai, Warrnambool, Warwick
 - QA for Supervisors – CRF,
 - Livestock Handling – Tocal, Yanco, Murray Bridge, Harvey, Wodonga, Wingham x 2
 - JSA and Hazard Analysis – Bindaree Beef, Wingham Beef
 - New Supervisor Induction – Brisbane; Brooklyn
 - HACCP – Melbourne, VIC
 - Work Skill Instruction – Teys, Wagga Wagga,
 - Knife sharpening – Gundagai Meat Processors
 - Certificate IV in Laboratory Operations (national)
 - Internal Auditor Training - Bunbury
 - NLIS – SA, WA
- NLIS in Vic, NSW, Qld
- training in the use of dogs and horses in abattoirs.

3.4 Market research

This activity was funded as part of the projects listed in 3.1, and included:

- identification of professional development requirements
- identification of industry training priorities to be communicated to State and Federal governments
- capturing of attendances at network meetings
- cattle cleaning literature review
- yard design literature review
- animal welfare auditing literature review.

3.5 data reporting and maintenance of contact databases within MINTRAC for dissemination of information to industry

The MINTRAC database was updated for these purposes.

3.6 Industry extension activities

This activity was funded as part of the projects listed in 3.1, and included:

- Ten Training Network meetings
- Twelve MI&QA network meetings (including two NSW Domestics)
- Environment Conference
- National Training Conference
- MI&QA Conference
- waste water workshops for operators and trainers
- meat science tutorials in Perth and Brisbane.

4 Results and discussion

4.1 Section 1: General training-related activities

4.1.1 Industry representation on education and training matters

Over the period of 2012-13, MINTRAC completed the following:

- maintained membership of the Meat Standing Committee and attended all four meetings
- provided advice on industry training priorities to all State Training Authorities
- provided written industry responses to a range of education and training policy matters
- signed a Memorandum of Understanding with the Australian Skills Quality Agency
- was a member of an Australian Workforce Productivity Agency Food Industry Reference Group
- designed and developed further Skill Sets for inclusion into the MTM 11 Australian Meat Industry Training Package
- undertook industry consultation around the design and development of further Certificate III level qualifications
- commenced the development of new Units to cover value adding activities in boning rooms
- developed new Units of Competency associated with contracted RD&E projects in the areas such as animal welfare auditing and NLIS
- provided reports to network meetings and conferences on changes to policies and the educational framework.

4.1.2 Development of materials

A wide range of training materials were either developed or updated during the 2012-13 period, including:

- Training and Assessment materials to support MSAPMSUP172A Identify and minimise environmental hazards
- Food Safety Auditor Training kit - updated
- Beef and sheep offal recovery, processing and specifications kit - updated
- Tripe Processing Kit - updated
- Humane Slaughtering in the Meat Processing Industry Kit - updated
- Meat Processing Stock Handling Kit - updated
- Animal Welfare Officer Skill Set kit – updated
- Wild Game harvesting - new kit developed and released
- Training and Assessment materials to support NLIS
- Livestock handling distance education materials (AHCLSK205A)
- Training and Assessment materials to support MTMPSR415A Develop and implement work instructions and SOPs

- Updating of Training and Assessment materials support disks to reflect changes made to MTM11
- Waste Water Kit (distributed by AMPC)
- a wide range of fact Sheets (distributed by AMPC)
- WHS for supervisors website.

4.1.3 Delivery of career advice towards attracting and retaining personnel in the meat industry

During 2012-13, MINTRAC achieved the following:

- published meat industry Careers information in the Job Search Guide which is distributed to all Year 10 students in Australia
- maintained the virtual careers website
- distributed careers materials to meat processing companies and schools on request
- commenced the development of a new careers promotional notebook
- placed a meat industry careers item in the Guide to Your Career wall chart which is distributed to all schools
- provided careers information to incidental telephone and email callers
- identified useful on-line careers information which could be linked to the MINTRAC careers page.

4.1.4 Management of the meat industry training package and educational materials

Management of the *Australian Meat Industry Training Package* is mostly carried out under contract to AgriFood Skills Australia, although some development and extension work is covered by the Extension Services contract. During 2012-13, MINTRAC has achieved the following:

- maintained the continuous improvement register for the Australian Meat Industry Training Package to ensure that innovations, new science and changed regulations are incorporated in a timely manner
- developed new Units of Competency in the areas of NLIS, writing work instructions and SOPs, animal welfare auditing, packaging of meat products for commercial sale, value adding in boning rooms (commenced)
- developed new Skills Sets in the areas of waste water management and smallgoods for butchers
- undertaken a quarterly scan of imported units, identifying changes and opportunities for continual improvement which have been assessed against industry requirements
- received, addressed and maintained a register of Training Package enquiries, providing quarterly reports and recommendations to the Meat Standing Committee
- made changes to and revised the Training Package as directed by AgriFood and in consultation with industry, resulting in the release of versions 3 and 4
- maintained current training and assessment support materials by updating them to reflect the release of new versions, writing new materials where required, and updating the Unit by Unit listing on a quarterly basis.

4.1.5 Identification of requirements in industry that need to be integrated, developed and formalised within the current training framework/system

Requirements identified and formalised during 2012-13 have included:

- the development of fifteen NLIS Units of Competency
- the development of livestock handling support materials
- development of MTMPSR415A Develop and implement work instructions and SOPs
- mapping of a wide range of AMPC Fact Sheets against specific Units of Competency for use as industry reference materials
- development of an animal welfare auditing unit (not yet finalised)

- development of waste water skill sets (not yet finalised).

4.1.6 Identification and promotion of training opportunities and funding channels to support company adaptation and adoption

During 2012-13 MINTRAC has:

- Invited State Training Authorities to each training network meeting to provide advice on current state funding options
- Attracted National Workforce Development Funds to the industry to support the following programs:
 - *Certificate IV in Occupational Health and Safety* – 31 students
 - *Diploma of Meat Processing* - 32 students
 - *Advanced Diploma of Meat Processing* – 8 students
 - *Certificate IV in Training and Assessment* - 41 students
 - *Certificate III in Laboratory Operations* – 10 students
 - *Environmental Officer Skill Set* (12 students)
 - *Diploma of Meat Processing* (2013-14) – 30 students
- published and communicated new training and funding opportunities in *Mintracker* and via the MINTRAC networks
- promoted new training and funding opportunities to meat processing companies directly through regular interaction with training managers.

4.1.7 Professional development services

During 2012-13 MINTRAC has:

- conducted surveys at each network meeting to identify industry professional development requirements
- identified suitable accredited training wherever possible, as indicated in 4.1.6
- sourced available state funding to support provision of programs where available
- sourced suitable providers to deliver training program
- run industry-subsidised Professional Development courses in:
 - Animal Welfare Officer Skills Set – Oakey, Scone x 2, Churchill; Wagga; JBS, WA, Qld, Train-the-Trainer
 - Effectiveness of Stunning – SA, WA, NSW, Qld x 2, Vic, Gundagai, Warrnambool, Warwick
 - QA for Supervisors – CRF,
 - Livestock Handling – Tocal, Yanco, Murray Bridge, Harvey, Wodonga, Wingham x 2
 - JSA and Hazard Analysis – Bindaree Beef, Wingham Beef
 - New Supervisor Induction – Brisbane; Brooklyn
 - HACCP – Melbourne, VIC
 - Work Skill Instruction – Teys, Wagga Wagga,
 - Knife sharpening – Gundagai Meat Processors
 - Certificate IV in Laboratory Operations (national)
 - Internal Auditor Training - Bunbury
 - NLIS – SA, WA
- run/offered Fee for Service professional development courses in:
 - Knife sharpening
 - QA for Supervisors
 - HACCP refresher
 - Work Instructions
 - AWOSS/assess stunning
 - Developing Reports and Proposals
 - Understanding financial data and setting budgets

- Presenting information
- Running effective team meetings
- New Supervisor induction
- Trichinilla (under development)

4.2 Section 2: General Extension Services

4.2.1 Consultation, extension and advice provision/information services

4.2.1.1 Provision of direct support to levy paying companies

MINTRAC has provided daily advice and support to levy paying companies in areas such as:

- professional development opportunities for staff and employees in areas such as QA, food safety
- follow-up questions about issues presented at network meetings
- documenting competency
- issues around dark cutting and possible training solutions
- production issues – technical issues and possible training solutions relating to areas such as livestock handling, ecchymosis, stunning
- translation of old or overseas qualifications
- strategies to meet regulator, importing country and customer requirements
- currency of competency of potential employees
- information about possible suppliers of goods and services, e.g. gloves or boots
- advice and appropriate referral on a regulatory issue
- issues relating to training to meet halal requirements
- acting as a go-between between processing companies and potential partnering RTOs
- training pathways advice for new employees
- remote auditing in I-Leader
- knife sharpening testing requirements and processes
- appropriate qualifications and time frames for specified requirements
- interpretation of customer training requirements, e.g. EU
- information about training resources
- copies of past training materials to assist with WorkSafe investigations
- support for Language Literacy and Numeracy issues
- advice about workforce development planning.

4.2.1.2 Industry representation and consultation

MINTRAC has also provided Industry representation and consultation with state, national and other agencies in relation to extension, education and training projects and activities, including:

- attendance at all MSC meetings
- attended NSW Smart and Skilled industry consultation meeting
- input provided to AgriFood Skills Australia Environmental Scan
- addressing request for info on SOL list discussed with AMIC – decided not to proceed
- advice into SA Skills for All Priorities
- advice into WA and Vic training priorities
- response to *Review into Agricultural Education and Training in New South Wales*
- membership of the Australian Workforce Productivity Agency Food Industry Consultation Group
- membership of the WA Food Forestry and Fibres Training Council food and rural advisory group.

4.2.1.3 Undertake market research, reviews and information gathering to identify industry extension and training priorities on behalf of AMPC

During 2012-13, MINTRAC has:

- identified and addressed professional development requirements
- conducted cattle cleaning literature review
- conducted yard design literature review
- conducted animal welfare auditing literature review.

4.2.2 Support and participation in industry events and committees

During 2012-13, MINTRAC has:

- been a member of and attended all Meat Standing Committee meetings
- participated in the AMIC Business Forum
- participated in the AMPC technology conference
- been a member of the WA Food Forestry and Fibres Training Council food and rural advisory group
- been a member of the Australian Workforce Productivity Agency Food Industry Consultation Group
- been a member of the AMIC Animal Welfare Advisory Committee
- attended meetings of the Australian Animal Welfare Strategy as a member of the education and training subcommittee
- attended meetings of the MLA data link for stock health project
- attended Sheep meat industry grass seeds committee meetings.

4.2.3 Development, publication and distribution of extension series to industry

During 2012-13, MINTRAC has

- developed Fact sheets for distribution by AMPC in areas of waste water, animal welfare and NLIS
- discussed and distributed the following AMPC Fact Sheets at industry network meetings:
 - Sleyard verification review
 - The red meat processing industry in Australia
 - The impact of a carbon price on the red meat processing industry – plant and firm level analysis
 - The impact of a carbon price on the red meat processing industry in Australia
 - Meat science tutorials
 - Dark Cutting Beef and animal temperament
 - Recycled water opportunities in sustainable food production and manufacture
 - Industry Biosecurity standards for meat processing – a new project
 - Environmental Officer Training in the Australian Red Meat industry
 - Development of the WHS manual for red meat industry supervisors.
 - *E. Coli* study tour
 - Identification of barriers to the adoption of technology in the meat industry project
 - Developing a consistent approach to NLIS practices in meat processing - Stage 1
 - Waste water workshops.
- All of these Fact Sheets have been mapped against Units of Competency on the Unit by Unit listing.

4.3 Section 3: Specific activities related to the MINTRAC Networks and other funded projects

Activities specific to each of the MLA/AMPC funded projects listed in 3.1 have been reported separately as part of the contractual requirements for each project, and are not repeated in this report.

In addition, during 2012/13 MINTRAC has:

- provided services to processors, including answering enquiries, information kits and extension information on red meat RD &E activities and associated education programs
- consulted with AMPC/MLA to ensure that network meetings included presentations on RD&E activities and outputs that have been invested in by AMPC and MLA
- included other presentations from relevant researchers, RD&E providers and technical experts as required
- disseminated written materials such as fact sheets, reports etc at network meetings.

5 Success in achieving objectives

5.1 Ensure timely and comprehensive dissemination of research and development outcomes to appropriate industry personnel

This objective has been achieved through:

- industry network meetings as evidenced by the agendas and minutes of the meetings
- the Environment, MI&QA and Training industry conferences
- release of a wide range of training and educational support materials
- the running of specialised industry workshops and tutorials
- daily interaction between MINTRAC staff and industry personnel.

5.2 Ensure the uptake and integration of key research and development outcomes in industry

This objective has been achieved through:

- the incorporation of key research and development findings into the accredited training system
- the offering of professional development programs to training personnel to ensure they are fully conversant with current information
- the development of validation education and training resources
- thorough discussion of key research and development outcomes and their implications at network meetings.

5.3 Ensure that research and development outcomes are integrated into the industry's accredited training system

This objective has been achieved as follows:

- New Units added to the Training Package
 - MTMP3004A Assess effective stunning and bleeding
 - MTMSR215A Package meat and smallgoods for retail sale
 - MTMP3005A Monitor the effective operations of electrical stimulation
 - MTMP3108A Overview of the NLIS for sheep and goats
 - MTMP3109A Overview of the NLIS utilising RFIDs
 - MTMP3110A Manage NLIS data for livestock in lairage
 - MTMP3111A Manage NLIS data for sheep and goats in lairage

- MTMP3112A Manage NLIS for direct purchase of stock identified with an RFID
- MTMP3113A Manage NLIS for direct purchase of sheep or goats
- MTMP3114A Manage NLIS data for saleyard purchase of livestock
- MTMP3115A Manage NLIS data for saleyard purchase of sheep or goats
- MTMP3116A Manage, report and upload NLIS slaughter data from RFIDs
- MTMP3117A Manage, report and upload mob based NLIS data for sheep and goats
- MTMP3118A Conduct start up procedures and pre-operational checks on slaughter floor NLIS data equipment
- MTMP3119A Manage NLIS data from RFIDs on the slaughter floor
- MTMP3120A Prepare a kill sheet
- MTMP3121A Undertake pre-slaughter checks of NVDs and PICs for NLIS for sheep and goats
- MTMP3122A Undertake pre-slaughter checks of NVD, PICs and RFIDs
- MTMPSR415A Develop and implement work instructions and SOPs
- MSAPMSUP172A Identify and minimise environmental hazards
- AHCLSK205A Handle livestock using basic techniques
- New Skill Sets added to the Training Package
 - MTM11 Despatch Carcase from the Slaughter Floor Skill Set
 - MTM11 Fellmongering Skill Set
 - MTM11 Loadout Carcase Product Skill Set
 - MTM11 Loadout Carton Product Skill Set
 - MTM11 Meat Processing Core Skill Set
 - MTM11 Pack Meat Products Skill Set
 - MTM11 Process Animal Covering Skill Set
 - MTM11 Transport Livestock Skill Set
 - MTM11 Cooked and Processed Meats for Meat Retail
 - MTM11 Product Range Skill Set
 - MTM11 Produce Cooked Fermented Meat Products Skill Set
 - MTM11 Produce Cooked Meat Products Skill Set
 - MTM11 Produce Dried Meat Products Skill Set
 - MTM11 Produce Smoked Meat Products Skill Set
 - MTM11 Produce UCFM Products Skill Set.

5.4 Ensure the ongoing availability and provision of timely and accurate advice to industry personnel

MINTRAC staff are readily available to answer queries by either email or telephone and the company maintains a policy of seeking to respond to all enquiries within 24 hours.

During 2013, MINTRAC won an Australian Business Quality Gold Award for customer service.

6 Impact on meat and livestock industry – Now and in five years time

6.1 Immediate impact

All of the activities undertaken under this contract, and in association with the contracts listed under 3.1, have the immediate impact of:

- ensuring that research and development outcomes are quickly and accurately embedded into the accredited training system and are therefore understood and applied by meat processing companies
- ensuring that industry trainers have current skills and knowledge
- providing a wide range of accessible reference and training resources and programs

- being comprehensively, consistently and systematically applied across the industry
- ensuring that expert training advice is readily accessible
- ensuring that the industry has fair and reasonable access to public training funds to address identified industry priorities
- ensuring that meat industry requirements are accurately reflected in public education and training policy
- ensuring that industry capability development occurs according to stated industry strategic directions.

6.2 In five years' time

This Extension Services contract provides the industry with longer term confidence that there is a means of ensuring timely and comprehensive dissemination of research and development outcomes to appropriate industry personnel. Once these outcomes become part of the accredited training and assessment system the industry can have confidence that these initiatives will be ongoing and will continue to be addressed for as long as they are relevant to and of importance to the industry.

The MINTRAC quality assurance processes ensure that all industry-published materials are updated on a timely basis

7 Conclusions and recommendations

This is the first time that the wide range of MINTRAC services and activities in relation to RD&E have been defined and captured in an overarching contract. This report has provided a comprehensive summary of the way in which R&D is extended throughout the meat processing industry and serves to illustrate the importance of capturing such activity in the accredited training system, and of ensuring that accessible, accurate advice is readily available to industry personnel.

No formal recommendations are made as part of this report as over the course of the year, the activities described in the report have already given rise to new project proposals and initiatives which are currently being discussed by AMPC and MLA.