



# final report

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## **MINTRAC Training Managers' Network**

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## Contents

		Page
1	Milestone requirements.....	3
2	Background .....	3
3	Progress.....	4
3.1	Milestone requirement 1 – final summary of scheduled v actual TM network meetings and professional development activities .....	5
3.2	Milestone requirement 2 - summary of issues raised, initiatives and outcomes of the TM network for year .....	9
3.3	Milestone requirement 3 - recommendations for 2008-9.....	11
4	Attachment 1 .....	13

## 1 Milestone requirements

- final summary of scheduled versus actual TM network meetings and professional development activities
- summary of issues raised, initiatives and outcomes of the TM network for year
- recommendations for coming year.

## 2 Background

The meat industry has now developed a comprehensive career pathway for employees supported by a training structure that covers new workers to plant managers. The industry is able to access a wide range of funding sources to help finance this training including:

- traineeships
- apprenticeships
- recurrent funding
- strategic priority funding
- state government tendered training funding.

Again this year this project has focused on the ongoing development of the state networks model with emphasis on:

- their advocacy role in developing, substantiating and promoting industry's submissions for VET funding for the meat industry
- the professional development of trainers and assessors in the industry with added emphasis on ensuring technical currency and exposure to MLA's R&D outcomes
- promoting the incorporation of MLA R&D outcomes and publications into training materials to ensure the currency of those used throughout the country
- increased integration of training between industry, RTO and regulatory officers.

The professional development workshops have been held for industry training personnel who have expanded their delivery and assessment skills and this year have focused on assessment validation and moderation. This work will in the coming 12 months result in a standardised kit for meat industry assessment validation and moderation.

Secondly, professional development opportunities for specialist trainers (e.g. QA officers, HR and OH&S managers, production managers, livestock handlers etc.) have been made available to:

- expand their technical skills and knowledge through workshops and courses
- promote the evaluation and implementation of MLA and other research and development projects
- demonstrate how to incorporate MLA publications into on plant training for employees.

The project also utilises the training and professional opportunities created by the QA state networks for the processing sector with MLA/AMPC funding. Operating in tandem with the QA Networks the industry will maximise the uptake rate of MLA research and development outcomes.

The training and development departments of processing plants have already proven ideal channels to promote processing and operational innovation to the industry. In many ways these personnel are the champions of change and innovation because of their commitment to:

- the customisation and currency of their training materials
- the professional development of company staff.

### 3 Progress

The project had the following milestones:

Achievement Criteria		Due Date
1	Report on: <ul style="list-style-type: none"> <li>• delivery plan with a calendar of events negotiated with MLA, State Training Authorities, AQIS and other regulatory bodies such as Workcover detailing Training Managers network meetings and specific professional development activities</li> </ul>	14-Sep-2007 Completed
2	Report on: <ul style="list-style-type: none"> <li>• delivery of the first half of the professional development activities calendar</li> <li>• completion of the first round of the Training Managers' network meetings (i.e. one in each State)</li> <li>• progress report on outcomes from issues raised through TM network meeting</li> </ul>	14-Dec-2007 Completed
3	Report on: <ul style="list-style-type: none"> <li>• progress report on the second half of the professional development activities calendar</li> <li>• progress report on the second round of the network meetings</li> <li>• progress report on outcomes from issues raised through TM network meeting</li> </ul>	07-Mar-2008 Completed
4	Final report detailing: <ul style="list-style-type: none"> <li>• final summary of scheduled v actual TM network meetings and professional development activities</li> <li>• summary of issues raised, initiatives and outcomes of the TM network for year</li> <li>• recommendations for coming year.</li> </ul>	13-Jun-2008 Completed

### 3.1 Milestone requirement 1 – final summary of scheduled v actual TM network meetings and professional development activities

#### Network Meetings (first and second round)

The following network meetings were held nation wide.

#### 2007 Training Managers Network Meetings

State	Location	Venue	Date
NSW	Wagga Wagga	Country Comfort Wagga Wagga, Corner Morgan & Tarcutta Streets, Wagga Wagga NSW 2650	Mon 27 Aug 2007
NSW	Tamworth	Best Western Sanctuary Inn, 293 Marius Street, Tamworth NSW 2340	Tue 21 Aug 2007
WA	Perth	Citigate Perth Hotel, 707 Wellington Street, Perth WA 6000	Thu 13 Sept 2007
QLD	Brisbane	Comfort Inn & Suites, 186 Toombul Road, Northgate QLD 4013	Thu 23 Aug 2007
VIC	Melbourne	Melbourne University private, 442 Auburn Road, Hawthorn VIC 3122	Tue 16 Oct 2007
SA	Adelaide	Rydges Adelaide South Park, 1 South Terrace, Adelaide SA 5000	Thu 29 Nov 2007

#### 2008 Training Managers Network Meetings

State	Location	Venue	Date
NSW	Wagga Wagga	Quality Inn Carriage House Corner of Sturt Highway & Eunony Bridge Rd, Wagga Wagga, NSW 2650	Thursday 14 February 2008
NSW	Tamworth	Best Western Sanctuary Inn, 293 Marius Street, Tamworth NSW 2340	Tuesday 1 April 2008
VIC	Melbourne	Melbourne University private, 442 Auburn Road, Hawthorn VIC 3122	Thursday 10 April 2008
WA	Perth	Citigate Perth Hotel, 707 Wellington Street, Perth WA 6000	Thursday 22 May 2008
QLD	Brisbane	Comfort Inn & Suites, 186 Toombul Road, Northgate QLD 4013	Thursday 15 May 2008
SA	Adelaide	Rydges Adelaide South Park, 1 South Terrace, Adelaide SA 5000	Tuesday 6 May 2008

The agendas were slightly different in each State depending on state issues and availability of guest speakers. A sample of the agendas, minutes and attendance sheets are included in attachment one of this report. The actual agendas and minutes for these meetings plus speaker presentations are on the MINTRAC web site [mintrac.com.au](http://mintrac.com.au) under “*news and events*”.

The networks have also been used to help facilitate the roll out of the new training package.

### Training Package information sessions

State	Location	Venue	Date
NSW	Tamworth	Best Western Sanctuary Inn, 293 Marius Street, Tamworth NSW 2340	20 August 2007
QLD	Brisbane	Comfort Inn & Suites, 186 Toombul Road, Northgate QLD 4013	24 August 2007
NSW	Wagga Wagga	Country Comfort Wagga Wagga, Corner Morgan and Tarcutta Streets, Wagga Wagga NSW 2650	28 August 2007
WA	Perth	Citigate Perth Hotel, 707 Wellington Street, Perth WA 6000	14 September 2007
VIC	Melbourne	Melbourne University Private, 442 Auburn Road, Hawthorn VIC 3122	17 September 2007
VIC	Melbourne	Melbourne University Private, 442 Auburn Road, Hawthorn VIC 3122	18 September 2007
ACT	Canberra	Session at MINTRAC Meat Retailing Conference, CIT Canberra	14/15 November 2007
SA	Adelaide	Rydges Adelaide South Park, 1 South Terrace, Adelaide SA 5000	28 November 2007

In addition, MINTRAC held a range of meetings with State Training Authorities to discuss funding opportunities and to brief staff on the new Training Package.

State	Date(s)	Reason
WA	30 May 2008	User choice discussions Auditor briefing
NSW	20 January 2008 4 February 2008 7 February 2008 14 February 2008 10 March 2008	Strategic funding for meat industry Future Meat Inspection Training Future Meat Inspection Training Strategic funding in Wagga High Level discussions re MI training
QLD	12 February 2008 19 February 2008	Food Services User Choice discussions
SA	6 May 2008 7 May 2008	User Choice discussions Auditor Briefing

**2. Professional Development offered and conducted**

The following professional development activities were offered by the State networks for a wide range of industry personnel including trainers, assessors and training managers.

**QA for Supervisors**

State	Date
Vic, Wodonga	Monday 19 November 2007
NSW, Casino	Monday 25 & Tuesday 26 February 2008
Vic, Bendigo	Thursday 17 & Friday 18 April 2008
Qld, Toowoomba	Tuesday 17 & Wednesday 18 June 2008

**Internal Auditor 2 day workshop**

State	Date
Vic, Melbourne	12 & 13 September 2007
NSW, Wagga	27 & 28 September 2007
Vic, Wodonga	20 & 21 November 2007
Qld, Brisbane	Monday 19 & Tuesday 20 & May 2008
NSW, Corowa	Thursday 26 & Friday 27 June 2008

**HACCP Principles and Application 2 day workshop**

State	Date
Vic, Melbourne	24 & 25 September 2007
NSW, Tamworth	23 & 24 October 2007
Vic, Melbourne	11 & 12 December 2007
Vic, Melbourne	Thursday 3 & Friday 4 April 2008
Qld, Toowoomba	Monday 14 & Tuesday 15 April 2008

**HACCP Refresher 1 day workshop**

State	Date
Vic, Wodonga	19 November 2007
Qld, Toowoomba	Monday 3 March 2008

**Meat Micro 2 day workshop**

State	Date
Qld, Brisbane	Monday 21 & Tuesday 22 January 2008
Qld, Brisbane	Tuesday 25 & Wednesday 26 March 2008

**Meat Hygiene Assessment 2 day workshop**

State	Date
NSW, Inverell	Thursday 6 & Friday 7 March 2008
Qld, Oakey	Thursday 24 & Friday 25 April 2008
Qld, Beenleigh	Monday 9 & Tuesday 10 June 2008

**Animal Welfare**

State	Date
Qld, Brisbane	18 & 19 October 2007
NSW, Tamworth	25 & 26 October 2007

**Assessment Moderation**

State	Date
Vic, Wodonga	4 December 2007



### **3.2 Milestone requirement 2 - summary of issues raised, initiatives and outcomes of the TM network for year**

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#### ***Staff Turnover***

##### **Issues**

The year has been one of ongoing challenge for RTOs, trainers and employers to cope with continuing high levels of staff turnover. The staff shortages have created the following issues for RTOs:

- lower completion rates for traineeships have drawn criticism from State Training Authorities and in some cases indications that funding will not be made available in the future for employers and RTOs with poor completion rates
- RTOs struggle to provide induction training in the face of high turnover when STAs pay on completion
- employers face increasing difficulties in releasing staff for training when turnover rates are high.

##### **Initiatives and expected outcomes**

In the coming year MINTRAC will develop an induction skills set which will enable:

- RTOs to be paid for conducting induction programs
- traineeship completion rates to be insulated from high staff turnover in the first three months
- induction requirements for the industry to be met independently of the availability of Traineeship funding from the States.

#### ***Increased attention to animal welfare issues***

##### **Issues**

Meat processors have come under increasing customer and regulatory pressure to ensure compliance with animal welfare standards and requirements. The introduction of the AMIC Animal Welfare Standards for the processing sector has been timely with heightened emphasis being given to animal welfare in processing plants by US and European animal rights activists. This has been mirrored by increased surveillance on the part of the regulators in the US and the EU.

##### **Initiatives and expected outcomes**

MINTRAC has responded by participating in three initiatives a research program with the Animal Welfare Science Centre at Melbourne University which has worked on:

- identifying existing animal handler behavior at abattoirs
- the impact of specific animal handling behaviors on animal stress levels

- upgrading the existing animal handling training materials to include stock handler attitudes.

The results of the first and second part of the research project are currently being shared with industry.

The upgraded training materials will be available to industry by mid- September 2008.

In addition to this research, MINTRAC has also worked to identify animal welfare training programs and map them against that being delivered here in Australia. This exercise has been finished and the overseas training mapped against specific Units being delivered here.

There have also been professional development exercises run for trainers in the areas of animal welfare standards, effective stunning and animal welfare auditing. This will enable RTOs to deliver training in the skills set qualification for the animal welfare officer. This qualification will be accredited by September in the New Year.

### ***Changes to State funding of traineeships***

#### **Issues**

The State Governments training budgets have come under severe pressure with massive increases in the number of apprentices in the last 12 months. This demand for trade training has been largely driven by the mining and construction industry booms.

This has lead to most State governments reassessing their traineeship funding policies. In Queensland, this has already led to the axing of state funding for Level II Traineeships in the Food Services stream. In NSW, the payment for the delivery of the training in a number of industries has been significantly decreased.

In addition, the industry has been advised that further changes to the funding base will happen in the coming year especially for traineeships with low completion rates.

#### **Initiatives and expected outcomes**

MINTRAC has canvassed the industry training network as to how it feels about the development of a range of skills sets in order to increase the completion rate for State funded training programs. The meat industry has an excellent record for Unit completion rates but an average qualifications completion rate. Therefore, the shorter skills set training programs may better suite the nature of the industry, our employees and the current labour market which is in part responsible for the staff turnover rate.

### **3.3 Milestone requirement 3 - recommendations for 2008-9**

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The networks face a number of challenges in the coming year.

1. Animal welfare issues in abattoirs are starting to get the attention here that they are receiving in the EU and USA. There will be a real need to get trainers on the front foot with this issue. This can be achieved by improving the competency and attitudes of livestock handlers in the industry.

For these reasons the network will need to facilitate Animal Welfare Officer training for industry supervisors and foster improved livestock handler training.

2. Changing funding arrangements for traineeships will mean MINTRAC will have to:
  - increase the dialogue with the STAs over arrangements to improve completion rates
  - lobby for the ongoing State government funding of meat industry traineeships
  - lobby for the trial uptake of induction skills sets
  - explore the feasibility of developing skills sets for slaughter floor, boning room and lairage operations.
3. As state funding for traineeships decreases the enterprise and RTOs and Private RTOs will need to justify the fee for service training they will be delivering. To this end, the network will have to help trainers to develop cost effective strategies to integrate fully their training into a plants operations where this does not happen already.
4. The industry has recently been exposed to a knife sharpening program from New Zealand. This program which was pioneered by PPCS has achieved remarkable results for the meat processing industry over the last ten years. The network will be used to help explore this program and work on improving the knife sharpening results achieved here.

**Cumulative list of project subcontractors contracted under this project**

<b>Company</b>		<b>Scope of contract</b>	<b>Start Date</b>	<b>Finish Date</b>
Integrated solutions	Quality	MHA kit review	October 2007	December 2007
Integrated solutions	Quality	MHA assessments	December 2007	March 2008
South West TAFE		MHA assessments	December 2007	April 2008

## 4 Attachment 1

A sample of the agendas, attendance and minutes sheets from the MINTRAC Training Managers Network Meeting

*Example*

*MINTRAC Training Managers Network Meeting VIC, Thursday 10 April 2008*

### **MINTRAC Training Manager Network meeting, Melbourne**

**Date:** Thursday 10 April 2008

**Location:** Melbourne University Private, 442 Auburn Road, Hawthorn VIC 3122

**Time:** 11.00am – 3.00pm

#### **Agenda**

<b>Item no.</b>	<b>Item</b>	<b>Discussion led by</b>
1.	Attendance	MINTRAC
2.	Matters arising from previous meetings	MINTRAC, industry, RTOs
3.	2007/8 Projects	MINTRAC
4.	Animal handling project and pilots of new training	MINTRAC
5.	Products <ul style="list-style-type: none"> <li>• New MINTRAC products for release and trial including: Interactive CDs for the core units</li> <li>• Website</li> </ul>	MINTRAC
6.	Assessment moderation session <ul style="list-style-type: none"> <li>• A kit for abattoir sector and RTO cooperation</li> </ul>	MINTRAC, industry, RTOs
7.	Training and assessment materials customising workshop	MINTRAC
8.	Exam generator for Meat Safety and HACCP	MINTRAC

9.	Implementation of new training package <ul style="list-style-type: none"> <li>• Advantages</li> <li>• Difficulties</li> <li>• Issues register</li> <li>• Training support materials</li> <li>• STA professional development</li> </ul>	Industry, RTOs
10.	New AQTF Standards: auditing issues to date	Industry, RTOs
11.	Professional development for industry and RTO staff in 2008/9 <ul style="list-style-type: none"> <li>• Training calendar for Jan – June 2008</li> </ul>	Industry, RTOs
12.	MLA resources for trainers <ul style="list-style-type: none"> <li>• QA resource CD</li> <li>• Red Meat Hub CD</li> </ul>	MLA
13.	New draft AQIS Halal Notice and training requirements	AQIS
14.	Changes to funding in each state <ul style="list-style-type: none"> <li>• Traineeships</li> <li>• Strategic funding</li> </ul>	MINTRAC, STA
15.	Upcoming conferences and workshops	MINTRAC
16.	Other business	MINTRAC, industry, RTOs