



final report

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Development of materials to support maintaining effective company training systems

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1 Background

One of the requirements of the current MINTRAC Business Plan (Strategy 2.2) is to identify a strategy for the funding and addressing of development priorities from product review. MINTRAC has now commenced an annual review of all products which identifies any product to be either de-listed or upgraded. In addition, all income derived from products is now identified against each product for future upgrades.

However, some major updates of materials are required before this new process can become effective. This project sought to update and combine a range of products formerly developed through Commonwealth funding. In addition to the review and updating of the existing materials, outcomes from more recent MINTRAC Research and Development projects, for example e-learning and NESB strategies will also be used to develop appropriate additional resources for the kits.

2 Milestone requirement 1

Completed kits added to MINTRAC product catalogue

Four booklets have been created as a result of this project:

- Developing an enterprise training system in the Australian meat industry
- Delivering training in a meat processing plant - Support kit for meat industry trainers
- Delivering training in a smallgoods enterprise - Support kit for meat industry trainers in smallgoods companies
- Delivering training in a meat retailing enterprise - Support kit for meat industry trainers

On average, each booklet contains about 120 pages, and topics covered include (with some slight variations between booklets):

- Introduction
- Understanding the Australian National Training System
- The Australian Meat Industry Training Package
- Preparing to be a trainer or assessor in a meat processing company
- Planning training in a meat processing plant
- Implementing training
- Selecting training strategies
- Monitoring and evaluating training
- Training and Assessment Support Materials
- Customising the MINTRAC Training and Assessment materials
- Using Plain English in the meat industry
- Conducting assessment

- Inclusive practices in training and assessment
- Applying inclusive strategies in training and assessing
- Recognising training achievement
- Training programs for supervisors
- Training for senior managers
- What is MINTRAC?
- MINTRAC networks
- MINTRAC Scholarships
- MINTRAC Conferences

The booklets were validated by a range of people who filled out evaluation and feedback forms, including:

- attendees at Training Manager Network meetings
- new trainers who agreed to test the documents
- experienced trainers directly contacted by MINTRAC
- Human Resource Officers directly contacted by MINTRAC.

These booklets have now been advertised in the MINTRAC products catalogue.

3 Milestone requirement 2

Completed kits added to Unit-by-unit resource list on the website where appropriate

The three trainer booklets have been added to the Unit by Unit listing for the TAA units.

4 Milestone requirement 3

Promotional strategy identified

Because of the relatively small cost of development, and the desire to distribute these booklets as widely as possible, they are being made available to practitioners free of charge as a PDF documents or for a \$10 postage and packing fee.

In addition, printed copies of the booklets are being distributed to every Training Manager Network meeting in the first half of 2009.

Copies of the meat retailing version were placed in the conference bags of all delegates at the Meat Retailing Conference held in November 2008.

The availability of the booklets was advertised in the December 2008 *Mintracker*.

As MINTRAC is advised of new HR managers, Training Managers or trainers in the meat industry, copies will be sent to them as a welcome to the industry and an introduction to MINTRAC.

5 Cumulative list of project subcontractors contracted under this project

There were no subcontractors required for this project.