Modification history

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| Release | Comments |
| Release 1 | This version released with AMP Australian Meat Processing Training Package Version 8.0. |

| AMPMSY4X16 | Raise and validate requests for export permits and Meat Transfer Certificates |
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| Application | This unit describes the skills and knowledge required to raise and validate Requests for (export) Permits (RFPs) and Meat Transfer Certificates (MTCs).  This unit applies to workplace personnel who have responsibility for preparing this documentation in meat export licensed premises. These individuals require a knowledge and understanding of the entire process of training and validating RFPs etc. The importance of having a robust system in the workplace's Approved Arrangement which fulfils the requirement for full traceability and accuracy of the information required for the generation of the RFPs and MTCs is also critical to this unit.  All work must be carried out to comply with workplace procedures, in accordance with state/territory health and safety, food and meat safety regulations, legislation and standards that apply to the workplace.  No licensing, legislative or certification requirements apply to this unit at the time of publication. |
| Prerequisite Unit | Nil |
| Unit Sector | Meat Safety (MSY) |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Identify the nature and purpose of export documentation | 1.1 Identify nature, purpose, and process for preparing an RFP  1.2 Identify nature, purpose, and process for preparing an MTC  1.3 Explain nature and purpose of export permits  1.4 Identify the nature, purpose, and process for preparation of a health certificate (or meat export certificate)  1.5 Identify the nature and purpose of the EXDOC system  1.6 Explain the relationships between various forms of export documentation  1.7 Identify electronic systems used to collect and process data |
| 2. Identify evidence of traceability from live animals to the point of raising the health certificate | 2.1 Identify and explain information contained on a National Vendor Declaration (NVD)  2.2 Identify and explain information collected through the National Livestock identification System (NLIS) and its relationship with the NVD  2.3 Identify and explain segregation and identification processes on the slaughter floor, offal room and in the boning room  2.4 Identify and explain segregation and identification processes in the chiller, packing room and load out  2.5 Explain workplace processes for tracing back from carton to farms of origin |
| 3. Identify roles of workplace personnel in raising and validating export documentation | 3.1 Explain management responsibility as identified in Approved Arrangement  3.2 Identify and explain responsibilities of individuals who prepare and input into traceability documentation across the workplace  3.3 Identify workplace personnel with responsibility for validating information collected across the entire process  3.4 Identify workplace personnel with responsibility for verifying information contained in electronic labelling systems  3.5 Identify workplace personnel with responsibility for correcting identified errors |
| 4. Gather information to raise export documentation | 4.1 Identify and explain specific customer requirements related to the Health Certificate and explain how these are addressed in the traceability system  4.2 Identify workplace process for the preparation of export documentation  4.3 Prepare required documentation in accordance with regulatory and workplace requirements |
| 5. Verify and validate prepared documentation | 5.1 Distinguish between workplace and regulator roles in verification and validation  5.2 Check prepared documentation for accuracy  5.3 Implement processes for correcting errors, where necessary  5.4 Validate prepared information, where appropriate  5.5 Maintain ability to use the required information technology systems  5.6 Maintain workplace records as required |
| 6. Comply with regulatory, customer and workplace requirements | 6.1 Consistently complete and check workplace documentation to required standards  6.2 Maintain currency with customer and regulatory requirements  6.3 Identify and implement ongoing training requirements |

| Foundation Skills  This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria. | |
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| Skill | Description |
| Reading | * Interpret detail of regulatory and customer requirements * Re-read prepared documentation to check for accuracy |
| Writing | * Prepare various permits and certificates in digital and paper-based formats |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| AMPMSY4X16 Raise and validate requests for export permits and Meat Transfer Certificates | AMPX424 Raise and validate requests for export permits and Meat Transfer Certificates | Unit code updated  Performance Criteria clarified  Foundation Skills added  Performance Evidence, Knowledge Evidence and Assessment Conditions revised | Equivalent |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet:  [https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7](https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7%20) |

| TITLE | Assessment requirements for AMPMSY4X16 Raise and validate requests for export permits and Meat Transfer Certificates |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.  There must be evidence that the individual has raised and validated requests for (export) permits and Meat Transfer Certificates (MTC) for at least two different lots of meat, including:   * prepared export documentation accurately and consistently * verified traceability from loadout back to producer * identified processes and information required to address specific customer requirements * validated prepared documentation. | |

| Knowledge Evidence |
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| An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:   * customer, regulatory and workplace requirements related to preparing and validating export documentation * workplace responsibilities related to the preparation of export documentation under the Approved Arrangement * roles and responsibilities of regulatory personnel * workplace traceability systems * verification and validation processes and responsibilities * the registration process for a Request for Permit (RFP) validator * roles and responsibilities of an RFP validator * the consequences associated with inaccurate or incomplete export documentation * the process associated with an RFP amendment request * methods to identify and resolve issues related to timeline faults; trade descriptions; cut codes; label printing and placement errors; electronic system failure; raising claims; incorrect dates; incorrect container numbers; wrong seal numbers. |

| Assessment Conditions |
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| Assessment of skills in this unit of competency must take place under the following conditions:   * physical conditions: * skills must be demonstrated in an export meat premises * resources, equipment and materials: * systems for producing export documentation * access to data systems to validate traceability of meat * specifications: * regulatory requirements for export of meat.   Assessment for this unit must include at least three forms of evidence.  Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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