



final report

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Communication and marketing strategy

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1 Milestone requirements:

Report on:

- communication and marketing plan progress report
- conference outcomes
- upgrading of materials progress report.
- review of communication strategy and recommendations for the coming year.

2 Communication and marketing plan and progress report

The 2007-8 Communication and marketing plan and progress report is attached – see **Attachment 1**.

Achievements since the last report include the following.

- All Research and Development projects were either the subject of a direct report or conference workshop at the 2008 *Training and the bottom line* MINTRAC Conference held in Melbourne in March 2008.
- There were presentations from five scholarships students at the MINTRAC conference.
- The Executive Leadership and Leadership programs were the subject of a MINTRAC Conference workshop.
- The Meat Inspection Exam Generator has been demonstrated at every network meeting and was the subject of a conference workshop.
- A special edition of *MINTRACker* has been prepared to support the launch of the Animal Welfare Officer Skills Set.
- The series of State Water Re-Use Conferences conducted in partnership with AMIC and AMPC have provided excellent promotion of the Environment Network.
- Four bulletins for the *Improving workforce retention by upskilling trainers to meet the needs of NESB workers* project have now been distributed to industry.
- The MINTRAC website is used live at every network meeting to promote workshops, products etc, and to develop familiarity with the website.

3 Conference outcomes

The 2008 *Training and the bottom line* conference is now completed. Features of the conference included:

- 124 delegates
- a pre-conference knife sharpening workshop
- three streams of workshops: training delivery, research and development, and current issues
- keynote presentations from CRF, Teys Bros and Sydney University
- well attended conference dinner with comedy entertainment
- a good range of suggestions for speakers and workshops at the next conference.

A complete summary of the evaluation feedback is attached as **Attachment 2**. Among the highlights of the conference, delegates identified:

- the knife sharpening workshop
- networking opportunities

- the relevance and variety of workshops
- workshop presentations by Wi Marino (Stanbroke) and David McKay and Adam Isbester (Fletchers)
- the 'wrap-up' presentation from Brian Wexham from the Institute of Trade Skills Excellence
- the scholarship presentations
- the dinner and entertainment
- the conference organisation
- the specialised services session on day 2
- overall quality of the speakers.

Improvements to be made, as identified by either the delegates or MINTRAC staff include:

- moving the conference to Wednesday/Thursday to reduce fall-off in numbers on a Friday afternoon
- repeat key workshops
- allow 5 minutes between workshops.

The Conference program is attached: **Attachment 3**.

The special edition of *MINTRACker* is attached: **Attachment 4**

The program for the Knife Sharpening Workshop is attached: **Attachment 5**

4 Upgrading of materials progress report

MINTRAC has commenced an annual audit of products for sale through MINTRAC. Following the audit, re-development needs are identified and prioritised. As part of this report, progress on the updating of these products will be provided.

The full action sheet for 2007-8 is located in **Attachment 6**. Significant progress to date includes:

- a number of old products have been discontinued and removed from the catalogue
- review and updating of the four core units CDs is nearing completion
- technical review and updating of six videos is nearing completion
- the Meat Hygiene Assessment Kit has been updated and is nearing completion
- a range of products developed with WELL funding in the early days of MINTRAC have been reviewed and will be updated and combined into modernised kits as part of a 2008-9 Research and Development project.

5 Review of communication strategy and recommendations for the coming year

The overarching aims of the 2007/8 Communication and Marketing Plan were to:

- identify and promote the collective impact and benefit of AMPC/MLA sponsored support for MINTRAC projects to key government and industry stakeholders
- promote the outcomes and benefits to the meat industry of individual 2006/7 projects to key stakeholders
- support the ongoing production and dissemination of goods and services arising from current and previous MINTRAC projects to relevant stakeholders

- promote to the industry and other key stakeholders the value and outcomes of research and development funding to MINTRAC.

This section of the report comments on the achievement against each of these aims.

5.1 Identify and promote the collective impact and benefit of AMPC/MLA sponsored support for MINTRAC projects to key government and industry stakeholders

Over the past two years, MINTRAC has adopted a far more structured and formal approach to achieving this aim. Steps taken include:

- providing written and verbal feedback on the nature and progress of AMPC/MLA sponsored projects at:
 - every network meeting (30 per year)
 - MINTRAC conferences (3 per year)
 - other industry conferences (approximately two per year)
- giving conference presentations about the nature of MINTRAC and AMPC/MLA sponsored R&D projects to conferences outside the industry:
 - 2007: plenary presentation in Darwin to AUSTAFE Conference
 - 2008: scheduled presentation in August to International Aquaculture conference
- creation of the *What is MINTRAC?* flier which has been used regularly as a promotional and information tool when introducing MINTRAC to new companies, service providers and international visitors
- promotion of the nature and benefit of AMPC/MLA sponsored projects through presentations to State Training Authorities, the Agri-Food Industry Skills Council and State auditing groups
- MINTRAC regularly prepares news articles about specific projects for key industry publications such as *Australian Meat News*, *Quantum Leap*, and regional newspapers.

5.2 Promote the outcomes and benefits to the meat industry of individual 20067/8 projects to key stakeholders

The *Communication and Marketing Plan* has identified a range of strategies for promoting the benefits of individual projects to key stakeholders. Examples of these strategies include:

- inclusion of external stakeholders such as AQIS, EPAs, State Food Authorities etc in network meetings, where they are exposed to both discussion and written information about the projects
- creation of a series of information fliers which are used regularly with stakeholders through activities such as conference displays, information packs and network meetings
- written articles about progress, outcomes and benefits of indication projects at least twice yearly in the quarterly *MINTRACker* newsletter, and where relevant in other industry publications
- conference presentations and workshops at both MINTRAC and relevant industry conferences.

5.3 Support the ongoing production and dissemination of goods and services arising from current and previous MINTRAC projects to relevant stakeholders

A range of strategies are used to address this item.

- The MINTRAC product catalogue and professional development program are contained on the MINTRAC website. At every network meeting (approx 30 per year) this website is displayed live to attendees and their attention drawn to new and relevant products and professional development programs. Hard copies of new materials and products are also displayed at every meeting.
- MINTRAC regularly runs 'hot specials' in order to promote sales of particular products.
- At the MINTRAC Conference, three computers were set up on the MINTRAC exhibition stand to encourage delegates to try out the e-learning programs.
- New products and upcoming professional development programs are advertised in every edition of *MINTRACker*. (The December and March editions of *MINTRACker* is attached – **Attachments 7 and 8**)
- The entire product catalogue is reviewed annually, and steps taken to update older products to ensure currency of information and technology. For example, during 2008/9 a large number of videos have been updated and converted to DVD.

5.4 Promote to the industry and other key stakeholders the value and outcomes of research and development funding to MINTRAC

During 2007/8 MINTRAC has commenced the practice of providing a written quarterly report on projects and activities for inclusion in the AMIC, APC and AMPC Board meeting papers. This strategy enables key stakeholders to be informed about current projects, activities and outcomes. In addition, each year MINTRAC takes a stand at the national AMIC Conference and uses this opportunity to disseminate and discuss outcomes of research projects, display products developed through R&D projects and source ideas for future development.

In 2007, MINTRAC used the AMIC Conference dinner for the graduation of the *Advanced Diploma of Meat Processing* and Leadership Program graduates. This was an ideal forum to promote both the graduates and the value of the program to senior industry personnel, and feedback was extremely supportive.

Wherever possible, MINTRAC also takes a stand at other industry conferences, such as the OH&S conference.

5.5 Recommendations for the coming year

1. At the request of MLA, this project will be re-named the *Communication, marketing and evaluation strategy* in coming years. This will enable the structured evaluation and reporting of project outcomes to key stakeholders. It is proposed that a formal evaluation of the Training Manager's Networks will be undertaken in 2008/9.
2. The annual MINTRAC Training Conference has now developed into a major industry event, and feedback suggests that the structure and format of the conference is about right. However, there is a need to attract a new group of delegates, and in 2008/9 it is proposed that one of the workshop themes should target meat industry trainers who are new to training. Meat Processing companies will be encouraged to send along new trainers, and in this way the delegate range will be broadened.

3. MINTRAC has achieved only minimal exposure in industry magazines this year, despite the submission of several articles for consideration. Many industry publications appear to be more receptive to material that is advertorial. It is proposed that a plan for the submission of advertorial be prepared at the commencement of the next financial year, to ensure that MINTRAC improves the 'hit rate' in industry magazines. Press releases and articles will continue to be submitted where relevant.
4. The *Meat Industry Trainer of the Year Award* needs a major overhaul in 2008/9, as the state-based approach continues to attract minimal nominations. Despite this, the awards are an important means of recognising trainers and promoting a focus on the key roles played by trainers in the industry. It is proposed that different national categories will be introduced, with a closer alignment to the national awards and that MINTRAC winners will be encouraged to enter these awards.

5.6 Other matters

Income generated from MLA/AMPC sponsored products

Over the past year, MINTRAC has commenced the practice of separately identifying income generated from individual MLA/AMPC sponsored products. This income is reported twice-yearly in a separate report to MLA.

Income generated from individual products is retained for the review and upgrade of these products. Until recently, there was no continuous improvement plan for MINTRAC products. This has now been introduced, and involves the annual review of all MINTRAC products and the identification of actions to be taken to ensure currency or discontinuation.

The provision of development funds through MLA/AMPC R&D programs has enabled MINTRAC to retain copyright ownership on products. In the past Commonwealth funds were used for this development with the result that copyright ownership resided with the Federal Government, and funds were not readily forthcoming for the upgrade of materials. Now that MINTRAC holds copyright, the materials are reviewed annually, and income generated from sales is retained for redevelopment, it is possible to ensure that products are always relevant and current.

One further major redevelopment has been supported by MLA/AMPC for 2008/9. This will enable a series of fliers and booklets developed in the 1990s through WELL funding to be redeveloped into three current and useable kits. It is anticipated that this will be the final time that R&D funds will be sought for redevelopment, as the annual review and development process should cover all future requirements.

6 Attachments

6.1 Appendix

Communication and marketing plan for AMPC/MLA Research and Development projects 2007/8

The 2007/8 Communication and marketing strategy seeks to:

1. identify and promote the collective impact and benefit of AMPC/MLA sponsored support for MINTRAC projects to key government and industry stakeholders
2. promote the outcomes and benefits to the meat industry of individual 2007/8 projects to key stakeholders
3. support the ongoing production and dissemination of goods and services arising from current and previous MINTRAC projects to relevant stakeholders
4. promote to the industry and other key stakeholders the value and outcomes of research and development funding to MINTRAC.



Animal Handling techniques: a behavioural and attitudinal approach (continuing)				
<p>The principle objectives of this project will be to</p> <ol style="list-style-type: none"> 1. gain an objective measurement of current handling practices in abattoirs 2. give the industry training materials based on world's best practice to support its stock handlers 3. demonstrate the industry's commitment to animal welfare and good animal handling practices to maximize meat quality 4. minimise the impact of the stress of handling on meat quality 5. obtain a realistic and defensible cost / benefit analysis of the delivery of training to existing workers. 				
Knowledge/model/product	Who needs to know?	Dissemination strategies	Timeline	Progress
Assessment of the existing attitudes and behaviors of 100 stock handlers in the red meat processing industry and measuring their performance against industry best practice both here and overseas - Report	<ul style="list-style-type: none"> • AMPC • MLA • Processing plants AMIC 	QA Managers' network	March 2007	Completed Updates provided every meeting
		<i>Mintracker</i>	June 2007	Completed
		<i>Quantum Leap</i>	May 2008	Not submitted – insufficient progress in project
		MINTRAC conference	March 2008	Completed Project reported as part of MINTRAC report at conference
benchmark meat quality indicators that can be associated with handling issues at selected pilot sites (eg bruise scores, pH measurements, stock fatalities in the yards)	<ul style="list-style-type: none"> • MLA • FSA 	meet with each	March 2007	Completed
training materials that compliment existing materials and that focus on the attitudinal and behavioral aspects of stock handling	<ul style="list-style-type: none"> • Training Managers' network • RTOs • QA Managers 	Network meetings	June 2008	Updating of the training materials is currently underway. Will be promoted through networks and MINTRAC website on completion.
training materials that compliment existing materials and that focus on the attitudinal and behavioral aspects of stock handling	<ul style="list-style-type: none"> • Training Managers' network • RTOs • QA Managers 	Network meetings	June 2008	Updating of the training materials is currently underway. Will be promoted through networks and MINTRAC website on completion.
Deliver the training at the selected pilot sites and assess the impact on stock handling performance and the meat quality indicators.	<ul style="list-style-type: none"> • Processors • RTOs • Regulators 	network meetings	June 2008	Pilot training has not yet commenced.
utilise the QA and training managers network to familiarise staff with the results of the project, the technical aspects of the new material and how to deliver the training	<ul style="list-style-type: none"> • Processors • RTOs • Regulators 	network meetings	ongoing	Completed Reports have been provided at every meeting.

PRSET.045: Review and update of the Australian Meat Industry Training Package support materials (continuing)				
<p>The objectives of the project are:</p> <ul style="list-style-type: none"> To incorporate research outcomes, changes in technology and regulatory changes into the Training Package support materials To update the materials to meet the requirements of new and revised units. To ensure that there is consistency in resource materials and assessment resources across Australia and overseas 				
Knowledge/model/product	Who needs to know?	Dissemination strategies	Timeline	Progress
Completed revised materials	All RTOs AFISC Industry stakeholders: AMPC, MLA, AMIEU, AMIC Regulatory authorities applicable as	MINTRAC State Training Manager Networks	Every meeting	Completed - occurred at every meeting
		MINTRAC Environment Managers' Networks	Where applicable	Completed - occurred at every meeting
		MINTRAC MI & QA networks	Every meeting	Completed - occurred at every meeting
		MINTRACker	Every issue	Completed - reported in every issue
		Industry conferences and forums	Every opportunity	Completed - has occurred wherever possible
		MINRAC website and product catalogue	October 2007	Completed
Web-site information	All RTOs AFISC	Direct email upon completion MINTRAC State Training Manager Networks	October 2007	Completed - occurred at every meeting
Continuing development priority list	AFISC Industry stakeholders: AMPC, MLA, AMIEU, AMIC	Direct notification	July 2007	Completed

PRSET: MINTRAC Training Manager's Network				
The objectives of the project are to:				
<ol style="list-style-type: none"> 1. ensure that the training personnel of the meat industry have adequate opportunities for professional development that will enable the industry as a whole to provide professional training that also meets AQTF requirements. 2. promote an effective training managers' network in each state which will serve as a catalyst for effective industry advocacy to ensure that the meat industry receives equitable and adequate access to State funding for training 3. facilitate the transfer of knowledge from research outcomes to training programs as part of the uptake of innovation in the meat processing industry by: <ul style="list-style-type: none"> • facilitating the packaging of R&D outcomes into more accessible formats for a range of meat industry training audiences offering professional development and training based around the MLA research outcomes for specialist technical trainers building a cohort of confident and competent practitioners who have strategies for introducing change and innovation uptake skills. 				
Knowledge/model/product	Who needs to know?	Dissemination strategies	Timeline	Progress
utilising the training managers networks to support MINTRAC's advocacy role in developing, substantiating and promoting industry's submissions for VET funding for the meat industry. MINTRAC will make presentations/ submissions to all State departments advocating the maintenance or expansion of the industry's access to traineeship, recurrent and special purpose funding	<ul style="list-style-type: none"> • Senior Plant personnel • MLA • AMPC • AMIC • STAs • AFISC 	<ul style="list-style-type: none"> • TM Networks • Emails • Site visits • Phone calls to RTOs • Mintracker • Visits to STAs 	Ongoing	<p>Completed</p> <ul style="list-style-type: none"> • brochures developed explaining role of networks • March 2008 presentation made to AFISC on role of networks • Jan-March 2008 – representations to Qld, NSW and WA DETs
the provision of professional development opportunities for trainers and assessors in the industry with added emphasis on ensuring technical currency and exposure to MLA's R&D outcomes	<ul style="list-style-type: none"> • Senior Plant personnel • MLA • AMPC • AMIC • STAs • AFISC 	<ul style="list-style-type: none"> • TM Networks • Emails • Phone calls to RTOs • Mintracker 	Ongoing	<ul style="list-style-type: none"> • promotion though networks brochure • scheduled for June <i>Mintracker</i> • March 2008: report at MINTRAC conference
the incorporation of MLA R&D outcomes and publications into meat processing training materials to ensure the currency of		TM networks	Every meeting	<p>Completed</p> <p>Has occurred at every</p>

those used throughout the country				meeting
increased integration of training between industry, RTO and regulatory officers		<ul style="list-style-type: none"> • Mintracker • Conferences • AMIC displays • Site visits 	Ongoing	Completed <ul style="list-style-type: none"> • promotion though networks brochure • scheduled for June <i>Mintracker</i> • addressed during AFISC presentation
provision of accreditation for training personnel to expand their technical skills and knowledge		<ul style="list-style-type: none"> • Mintracker • Conferences • AMIC displays • Site visits 	Ongoing	Completed <ul style="list-style-type: none"> • promotion though networks brochure article scheduled for June <i>Mintracker</i>
the evaluation and implementation of MLA research and development projects by training personnel		TM networks	Every meeting	<ul style="list-style-type: none"> • promotion though networks brochure • Has occurred at every meeting
Training materials will be updated to incorporate MLA R&D outcomes and publications to ensure the currency of the training materials used throughout the country.		<ul style="list-style-type: none"> • TM networks meetings • Final versions of materials 	Every meeting	Completed Has occurred at every meeting
The project will deliver seminars, workshops and accredited training opportunities in all regions with the aim of enhancing the technical and training proficiency of industry personnel.		<ul style="list-style-type: none"> • Mintracker • Conference • Conference displays 	ongoing	Completed <ul style="list-style-type: none"> • promotion though networks brochure • scheduled for June <i>Mintracker</i>
The project provides an ideal forum for the evaluation of some project outcomes prior to release and then a powerful driver to ensure their adoption and integration into the meat processing sector.		<ul style="list-style-type: none"> • Mintracker • Conference • Conference displays 	ongoing	Completed <ul style="list-style-type: none"> • promotion though networks brochure

MINTRAC Meat Inspection and Quality Assurance network				
<p>Project objectives The Australian meat processing industry needs to have professional QA systems and practitioners in order to maintain both domestic and international market access. To help facilitate this, the project has three objectives:</p> <ul style="list-style-type: none"> the creation of a network and appropriate communication channels to facilitate the dissemination of information from regulators, researchers and industry bodies that impacts on quality or food safety the organising of professional development activities for industry practitioners (in response to industry demand) and the coordination of this training with regulatory agencies. This will ensure that language, content and timing are synchronised to ensure the smooth implementation of regulatory and technical initiatives the provision of updated training materials and professional development to trainers and lecturers to ensure that today's training reflects industry's needs for tomorrow. 				
Knowledge/model/product	Who needs to know?	Dissemination strategies	Timeline	Progress
professional development activities conducted in each region including accredited training and workshops with the format and content based on industry demand		<ul style="list-style-type: none"> Emails TM networks Mintracker Conferences 	Ongoing	<p>Completed</p> <ul style="list-style-type: none"> MINTRAC Networks flier completed and distributed at MINTRAC and AMIC conferences Article submitted for <i>Quantum Leap</i> March 2008 Report at MINTRAC March Conference
the timely and structured dissemination of R&D outcomes at the request of the research agencies such as the MLA's QA manager information support CD		<ul style="list-style-type: none"> Reports to MLA/AMPC TM meetings Conferences Displays 	Ongoing	<p>Completed</p> <ul style="list-style-type: none"> Has occurred at every meeting CD added to MINTRAC resource list and discussed at every meeting
the ongoing update of the training materials used to deliver QA and meat safety training to reflect significant changes in technology, science or regulation		<ul style="list-style-type: none"> Mintracker Revised versions of materials 	Ongoing	<p>Completed</p> <ul style="list-style-type: none"> Has occurred at every meeting MHA materials revised and implemented
a State-based network of industry QA managers, researchers, regulators and trainers to be maintained utilising a range of communication channels including two meetings per year per region as well as the provision of web page notice boards, chat		Article in <i>Quantum Leap</i> or <i>Australian Meat News</i>	February 2008	<p>Completed</p> <ul style="list-style-type: none"> Article submitted for <i>Quantum Leap</i> March 2008 Chat room not supported by

rooms etc where requested				industry
an annual national meat inspection and QA conference to allow practitioners, trainers, regulators and researchers to discuss initiatives and developing issues both here and overseas.		Article in <i>Quantum Leap</i> or <i>Australian Meat News</i>	February 2008	Completed
		Mintracker – special edition	October 2007	<ul style="list-style-type: none"> • Special conference edition of <i>MINTRACker</i> • Article submitted for <i>Quantum Leap</i> March 2008
updated training materials for QA and meat safety courses		<ul style="list-style-type: none"> • Mintracker • Revised versions of materials • TM networks 	Ongoing	Completed
				<ul style="list-style-type: none"> • Has occurred at every meeting • Revised and updated resources advertised in every <i>Mintracker</i>.
standardised random exam generator for assessment of meat inspection skills		Article in <i>Quantum Leap</i> or <i>Australian Meat News</i>	February 2008	Completed
				<ul style="list-style-type: none"> • Article in September 2007 edition of <i>MINTRACker</i> • Articles submitted to <i>Australian Meat News</i> and <i>Quantum Leap</i> March 2008
at least two professional development programs in each region		Article in <i>Quantum Leap</i> or <i>Australian Meat News</i>	February 2008	Completed
				<ul style="list-style-type: none"> • MINTRAC Networks flier completed and distributed at MINTRAC and AMIC conferences • Article submitted for <i>Quantum Leap</i> March 2008
a national conference at which workshops will be conducted		Article in <i>Quantum Leap</i> or <i>Australian Meat News</i>	February 2008	Completed
				<ul style="list-style-type: none"> • MINTRAC Networks flier completed and distributed at MINTRAC and AMIC conferences • Article submitted for <i>Quantum Leap</i> March 2008
In addition it is planned to run a range of joint industry regulator training programs on “hot” topics such as humane stunning.		Article in <i>Quantum Leap</i> or <i>Australian Meat News</i>	February 2008	Completed
		Mintracker	ongoing	<ul style="list-style-type: none"> • MINTRAC Networks flier completed and distributed at MINTRAC and AMIC conferences • Article submitted for <i>Quantum Leap</i> March 2008

MINTRAC Scholarship program				
<p>Project objectives The objectives of the 2007/8 scholarship program remain much the same as the objectives for the program in previous years. These are:</p> <ul style="list-style-type: none"> • to encourage research in high priority areas of the Australian Meat Industry • to actively encourage researchers to continue working in the meat industry, or in areas that are of benefit to the meat industry • to upgrade and improve the skills of personnel in the industry in order to meet skill shortages, build plant capacity, and encourage innovation within the company and industry as a whole • to attract younger people to the industry, and retain these people • to develop the skills and knowledge of potential industry employees via a tertiary education • to provide models for the support of potential and existing employees who undertake tertiary studies • to identify global meat industry trends, innovations and benchmarks in areas such as training, food safety, meat inspection and quality assurance, and disseminate this information throughout the Australian Meat Industry. 				
Knowledge/model/product	Who needs to know?	Dissemination strategies	Timeline	Progress
A number of précis' submitted by research students to be added to the existing MINTRAC scholarship program research outcomes folder, and distributed to stakeholders.	<ul style="list-style-type: none"> • current stakeholders on list • List expanded on request 	<ul style="list-style-type: none"> • Twice yearly, by mail 	<ul style="list-style-type: none"> • September • March 	<ul style="list-style-type: none"> • Completed for September
Reports from students to be included on the MINTRAC website.	N/A		<ul style="list-style-type: none"> • September • March 	<p>Completed</p> <ul style="list-style-type: none"> • Completed for September • Conference presentations from 4 students placed on website. •
A cohort of up-skilled meat industry employees capable of providing innovation and leadership within their companies.	<ul style="list-style-type: none"> • AMPC, MLA, AMIC, AMIEU, RTOs 	<ul style="list-style-type: none"> • outcomes folder • Mintracker • Conference presentations 	<ul style="list-style-type: none"> • Sept/Mar • Every issue • March 2008 	<p>Completed</p> <ul style="list-style-type: none"> • Outcomes folder updated • Articles in every edition of MINTRACker • Five conference

				presentations
Presentations of research and scholarship outcomes to industry through the MINTRAC conference in March 2008.		MINTRAC conference	March 2008	Completed Five conference presentations
A bank of reliable qualitative and quantitative research data relevant to the industry, completed to a university standard in the form of theses, research projects and papers.	<ul style="list-style-type: none"> AMPC, MLA, AMIC, AMIEU, RTOs 	List on website	June 2008	
A pool of university-educated, innovative and younger potential employees and mentors for the Australian Meat Industry.	<ul style="list-style-type: none"> AMPC, MLA, AMIC, AMIEU, RTOs 	<ul style="list-style-type: none"> Mintracker Conference Outcomes folder 	<ul style="list-style-type: none"> Every issue March 2008 Twice yearly 	Completed <ul style="list-style-type: none"> Articles in every edition of MINTRACker Five conference presentations Outcomes folder updated
Articles about scholarship students and outcomes in <i>MINTRACker</i> , <i>Australian Meat News</i> , and on the MINTRAC website.	<ul style="list-style-type: none"> AMPC, MLA, AMIC, AMIEU, RTOs 	<ul style="list-style-type: none"> Mintracker Australian Meat News Website 	<ul style="list-style-type: none"> Every issue March 2008 Ongoing 	Completed <ul style="list-style-type: none"> Articles in every edition of MINTRACker Articles on website
Advertisements in local regional newspapers, using case studies, to reach smaller country areas of Australia.	<ul style="list-style-type: none"> Communities near meat processing plants 		<ul style="list-style-type: none"> October/April 	Completed Advertisements placed in <i>Qld Country Life</i> and <i>Australian Farm Journal</i>
Meat industry personnel with a global awareness of the industry, and the capacity of transferring their knowledge to industry via conferences, workshops and activities in their place of employment.	<ul style="list-style-type: none"> AMPC, MLA, AMIC, AMIEU, RTOs 	<ul style="list-style-type: none"> overseas scholarship conference presentations Mintracker 	MINTRAC conference March 2008	Completed <ul style="list-style-type: none"> reported plus presentations at MINTRAC conference articles in every edition of <i>MINTRACker</i>

Researching and addressing the on-plant induction needs of non-English speaking workers				
Project objectives <ul style="list-style-type: none"> • Ensure on-plant induction programs achieve maximum results. • Support the induction requirements of non-English speaking workers. 				
Knowledge/model/product	Who needs to know?	Dissemination strategies	Timeline	Progress
CDs to support all of the Certificate II core units in Abattoirs in five languages	All MI stakeholders	MINTRAC website Product advertising TM networks Conference	June 2008	Not complete Initial article in September 2007 MINTRACKer CDs still under development – will be promoted on completion
On-plant induction programs supported by resources in the primary languages of inductees.		Article in <i>Australian Meat News</i>	June	Not complete CDs still under development – will be promoted on completion

Meat Industry Leadership Development				
<p>Project objectives</p> <ul style="list-style-type: none"> • Directly support the industry in its strategic initiatives, by ensuring that personnel have the required skills and knowledge. • Directly support AMPC and MLA identified priorities through the provision of targeted training programs. • Encourage current middle managers to develop their skills and knowledge for future leadership roles. • Develop twenty meat industry personnel into the future leaders of the industry. 				
Knowledge/model/product	Who needs to know?	Dissemination strategies	Timeline	Progress
Training provided in four Units of competency in the <i>Advanced Diploma of Meat Processing</i> .	<ul style="list-style-type: none"> • all MI stakeholders • General public 	<ul style="list-style-type: none"> • Mintracker • Regional country newspapers • Website • MINTRAC conference • AMIC conference 	By June 2009	<p>Follow-up article on previous group in September <i>MINTRACker</i></p> <p>Leadership information flier developed for Mintrac and AMIC conferences</p> <p>Project on hold for 2007-8</p>
Embedding of relevant Research and Development outcomes into applicable training programs at a managerial level.	MLA AMPC AMIC	Monthly reports	ongoing	Project on hold for 2007-8

Researching opportunities to address meat industry executive leadership development requirements				
Project objectives <ul style="list-style-type: none"> Identify suitable executive management training for meat industry personnel. 				
Knowledge/model/product	Who needs to know?	Dissemination strategies	Timeline	Progress
Final report providing recommendations on a way forward to ensure the ongoing development of meat industry leaders at an executive level.	<ul style="list-style-type: none"> AMPC, MLA, AMIC, AMIEU, RTOs 	Monthly reports MINTRAC website		Complete <ul style="list-style-type: none"> report summarised in March 2008 <i>MINTRACKer</i> final report sent to AMPC, AMIC, MLA and MINTRAC Board members outcomes promoted in MINTRAC conference presentation.

National standardised testing of meat inspection competency and currency

Project objectives
 The project will provide all RTOs with a consistent strategy for assessing the competency of students undertaking the meat safety courses around Australia. This consistency will give AQIS, State Meat Authorities and overseas reviewers confidence that meat inspector training is standardised across the RTOs and the regions.

Similarly by giving the regulators editing rights in the data base these government bodies will have a greater sense of ownership of the meat inspection and hence hopefully more willingness to be involved in the course delivery and maintenance.

The software will also provide a useful tool to assess the competency of existing staff or those returning to the industry after a period of time.

Knowledge/model/product	Who needs to know?	Dissemination strategies	Timeline	Progress
The project will produce an on-line product that can be used as a study aid for QA and meat inspection students and a disc-based resource for RTOs and regulators to produce exams or assessment tools.	<ul style="list-style-type: none"> All MI stakeholders 	<ul style="list-style-type: none"> 3 x networks Conference Mintracker Displays Briefings Product catalogue 	<ul style="list-style-type: none"> Ongoing 	Completed <ul style="list-style-type: none"> Demonstrated at all network meetings Conference workshop Article in September edition of <i>MINTRACker</i> Articles submitted to <i>Quantum Leap</i> and <i>Australian Meat News</i> March 2008
Two workshops dedicated to getting the RTOs and regulators to utilise this product will be run in eastern Australia as well as in the west. They will be conducted for RTO trainers and HR staff from the meat industry regulators.		<ul style="list-style-type: none"> Mintracker Quantum Leap or Feedback article MINTRAC Conference 	<ul style="list-style-type: none"> Twice March 2008 X2 	Completed <ul style="list-style-type: none"> Demonstrated and workshopped at every network meeting Articles submitted to <i>Quantum Leap</i> and <i>Australian Meat News</i> March 2008 Demonstrated at MINTRAC conference
MINTRAC will utilise the training managers and QA managers' networks to disseminate this product and foster its rapid uptake. The RTOs will be able to attend a specific workshop for the release of this product and will be encouraged to utilise it immediately in order to encourage the regulators to have confidence in their graduates but also to improve the standard of the national delivery and assessment strategy.		Networks x 3	Every meeting	Completed Has occurred at every meeting

Animal Welfare Officer Skills Set				
<p>Project objectives</p> <p>The objective of this project is to define a suitable Skills Set for those charged with managing animal welfare in a processing plant. This is to be done in consultation with industry and it will allow mapping of Australian training against Bristol University's course and any other AW Officer training overseas. The defining of an Animal Welfare Officer's "Skills Set" will allow the industry to apply for State funding in each State to support the ongoing delivery of this training.</p> <p>Having defined the "Skills Set" appropriate materials can be assembled using existing materials. A "Skills Set" can be accredited with the Training Authorities and funding applied for.</p> <p>There may, depending on the mapping exercise, be opportunities for cross recognition between Australian and overseas courses but regardless the objective of this exercise should be to establish the equivalence of outcomes between these courses.</p> <p>As part of the equivalence mapping this project will facilitate a trip by Bristol University personnel to visit Australia to discuss equivalence and deliver training in conjunction with Australian lecturers.</p>				
Knowledge/model/product	Who needs to know?	Dissemination strategies	Timeline	Progress
The project will define an Animal Welfare Officer's "Skills Set" and seek accreditation and funding for the training.	<ul style="list-style-type: none"> • All MI stakeholders 	<ul style="list-style-type: none"> • All networks • MINTRAC conferences x 2 • Mintracker 	<ul style="list-style-type: none"> • June 2008 	<p>Completed</p> <ul style="list-style-type: none"> • Has been discussed at every meeting • Reported at MINTRAC Conference • Special edition of MINTRACKer prepared to support promotion after accreditation
The appropriate training materials will be packaged and pilot courses run in two states to verify the training program and delivery methods.	<ul style="list-style-type: none"> • All MI stakeholders 	<ul style="list-style-type: none"> • Product catalogue • All networks • Mintracker 	<ul style="list-style-type: none"> • June 2008 	<p>Not complete</p> <p>Trials not yet commenced</p>
The involvement of overseas lecturers will enable MINTRAC to cross check the content and delivery of the training. It will also facilitate the mapping process to establish the equivalence between the Australian "Skills Set" and the overseas program. This should be regarded as a pre-emptive move to avoid customers mandating overseas courses in this area.	<ul style="list-style-type: none"> • All MI stakeholders 	<ul style="list-style-type: none"> • AMIC newsletter • Quantum Leap 	<ul style="list-style-type: none"> • June 2008 	<p>Completed</p> <ul style="list-style-type: none"> • Has been discussed at every meeting • Reported at MINTRAC Conference • Special edition of MINTRACKer prepared to support promotion after accreditation

MINTRAC Environment Managers' network				
<p>Project objectives The project objectives are focused on enhancing the ability of the industry to manage its environmental responsibilities by enhancing the skills and knowledge base of the industry's environment managers. It will do this by</p> <ul style="list-style-type: none"> • maintaining a state based network of industry environment managers and researchers with formal contacts with regulators • facilitating professional development activities to enable environment managers to expand their skills and knowledge bases • facilitating the necessary workshops required to enable the rapid uptake of technical innovations or the dissemination of new information from regulators or research agencies • the timely and structured dissemination of R&D outcomes throughout the industry • the provision of accredited training delivered to new and existing practitioners • distribution of new information and provision of forums for the implications of this information to be explained, explored and discussed. 				
Knowledge/model/product	Who needs to know?	Dissemination strategies	Timeline	Progress
Where appropriate, existing MINTRAC training materials will be upgraded to incorporate new science or technical innovations. These upgraded materials will be distributed to all the relevant training organisations.	<ul style="list-style-type: none"> • All RTOs 	<ul style="list-style-type: none"> • All networks • Product catalogue 	<ul style="list-style-type: none"> • Ongoing 	<p>Completed</p> <ul style="list-style-type: none"> • Has occurred at every meeting • Listed on MINTRAC website
A range of professional development workshops and accredited training will be delivered as part of this project including training on waste water processing, managing bio-solids, testing and sampling etc.	<ul style="list-style-type: none"> • All MI stakeholders 	<ul style="list-style-type: none"> • Mintracker • Env networks • Env magazine • ACO newsletter (?) 	<ul style="list-style-type: none"> • Ongoing 	<p>Completed</p> <ul style="list-style-type: none"> • Article in March edition of <i>MINTRACker</i> • Discussed in AFISC presentation March 2008 • Reported at MINTRAC conference • Article planned for June <i>MINTRACker</i>
The network provides an ideal forum for the dissemination of information relating to technological innovation and a very easy way of assessing industry uptake.	<ul style="list-style-type: none"> • All MI stakeholders 	<ul style="list-style-type: none"> • Reports to Nat Env committee • AMIC newsletter • Conference presentations and displays • Mintracker 	<ul style="list-style-type: none"> • June 2008 	<p>Completed</p> <ul style="list-style-type: none"> • Minutes now sent to National Environment Committee • Networks information flier developed for Mintrac and AMIC conferences • Discussed in AFISC presentation March 2008 • Article in March edition of <i>MINTRACker</i> • Report at MINTRAC conference

Equivalence mapping of mandated training with overseas markets				
<p>Project objectives</p> <p>There are four principle objectives of this project:</p> <ol style="list-style-type: none"> 1. examine and document the rationale behind the implementation of a policy of mandated training for the meat processing sector 2. research and document the courses that have been mandated or are likely to be mandated by regulators and customers overseas concentrating on the industries of Australia's major competitors and our major markets 3. map the mandated course against training available here in Australia 4. identify opportunities for gaining overseas credentials while completing courses here in Australia. 				
Knowledge/model/product	Who needs to know?	Dissemination strategies	Timeline	Progress
<p>The principle product will be a research paper which:</p> <ul style="list-style-type: none"> • identifies the amount of training being mandated, where, why and by whom • maps Australian courses against the courses run overseas: <ul style="list-style-type: none"> - analyses in detail the skills, knowledge and assessment components of the training - documents any gaps in the Australian courses - notes the accreditation and delivery strategies associated with the overseas courses - identifies strategies to fill any identified gaps. • identifies licensing opportunities for the delivery of joint or cross accredited courses here in Australia 	<ul style="list-style-type: none"> • All MI stakeholders • 	<ul style="list-style-type: none"> • Briefings of regulators • All networks • Conference presentations 	<ul style="list-style-type: none"> • As requested • Every meeting • X 2 	<p>Not complete</p> <ul style="list-style-type: none"> • briefings of regulators not yet completed • Progress and outcomes reported to every network meeting • Was part of workshop presentation at MINTRAC conference
<p>MINTRAC will utilise the training managers and QA networks to disseminate this information on equivalence of training. Additionally MINTRAC will take the matter up with AQIS and provide a briefing for their senior staff responsible for:</p> <ul style="list-style-type: none"> • market access • international review teams 	<p>All MI stakeholders</p>	<p>All network meetings</p>	<p>Every meeting</p>	<p>Complete</p> <p>Progress and outcomes have been discussed at every network meeting.</p>
<p>AMIC will also be provided with this material and provided with a separate briefing if they deem it necessary.</p>	<p>AMIC</p>	<p>communication with AMIC</p>	<p>June 2008</p>	<p>Not yet complete</p>
<p>If the survey uncovers significant deficiencies in the existing Meat Industry National Training Package then steps will be taken to address the issue firstly by upgrading training materials and assessment tools and secondly by seeking an amendment to the Training Package itself.</p>	<p>MSC</p>	<p>Report to MSC via issues register</p>	<p>Through regular meetings</p>	<p>No significant discrepancies identified. However, Issues Register process now well in place and can be effectively used in the future.</p>

Improving workforce retention by upskilling trainers to meet the needs of NESB workers				
<p>Project objectives</p> <ul style="list-style-type: none"> To gain a better understanding of the current training needs of NESB workers and training in the meat industry. To provide support for trainers in training and assessment of and communication with NESB workers. To upskill current trainers to be able to meet the training needs of meat industry workers with little or no English. To improve the uptake and success rates of training undertaken by NESB workers in the meat industry. 				
Knowledge/model/product	Who needs to know?	Dissemination strategies	Timeline	Progress
Lists of training support materials suitable for use within the meat industry.	<ul style="list-style-type: none"> All MI stakeholders 	<ul style="list-style-type: none"> Website Mintracker Catalogue TM networks Mintrac Conference 	<ul style="list-style-type: none"> June 2008 	<p>Completed</p> <ul style="list-style-type: none"> Bulletins emailed to all listed recipients, tabled at network meetings Regular articles in <i>MINTRACKER</i> Two workshop presentations at MINTRAC Conference
E-learning and meat industry-specific case studies and assessment tasks to support the unit <i>TAALLN401A Address language, literacy and numeracy issues within learning and assessment.</i>	<ul style="list-style-type: none"> RTOs 	<ul style="list-style-type: none"> TM networks Mintrac Conference 	<ul style="list-style-type: none"> June 2008 	<p>Not yet complete Project not completed</p>
Identified RTOs scoped and prepared to deliver <i>TAALLN401A Address language, literacy and numeracy issues within learning and assessment.</i>	<ul style="list-style-type: none"> Potential students Trainers 	<ul style="list-style-type: none"> TM networks Mintrac Conference 	<ul style="list-style-type: none"> June 2008 	<p>Not yet complete Project not completed</p>

Embedding and disseminating research outcomes into media resources to support training and technical currency				
Project objectives <ul style="list-style-type: none"> • To ensure that training resources continue to reflect both current practice and research outcomes. • To provide an accurate as usable resource for meat industry trainers. 				
Knowledge/model/product	Who needs to know?	Dissemination strategies	Timeline	Progress
Six current DVD versions of the following resources: <ul style="list-style-type: none"> ○ <i>It's all up to you</i> ○ <i>Microbiological and QA booklet</i> ○ <i>Cleaning up your act</i> ○ <i>All it takes is a little understanding</i> ○ <i>As easy as leading lambs</i> ○ <i>Good handling makes good sense.</i> 	<ul style="list-style-type: none"> • All MI RTOs 	<ul style="list-style-type: none"> • Product catalogue • All networks • Conference • Website 	<ul style="list-style-type: none"> • June 2008 	Not complete Project commencement was delayed.
The six DVDs will reflect current research outcomes.	<ul style="list-style-type: none"> • All MI RTOs 	<ul style="list-style-type: none"> • Product catalogue • All networks • Conference • Website 	<ul style="list-style-type: none"> • June 2008 	Not complete Project commencement was delayed.

Addressing workforce OH&S issues: development of DVD on Manual Handling				
<p>Project objectives to improve the safety of workers in meat processing plants by reducing manual handling injuries to reduce the number of manual handling related injuries in the industry to make trainers, supervisors, managers and workers aware of the significance of manual handling injuries and provide strategies for reducing their incidence</p>				
Knowledge/model/product	Who needs to know?	Dissemination strategies	Timeline	Progress
A tested training resource complete with DVD footage, voiceovers, training materials, assessment tools and student workbooks.	<ul style="list-style-type: none"> All MI RTOs 	<ul style="list-style-type: none"> Product catalogue All networks Conference Website 	<ul style="list-style-type: none"> June 2008 	<p>Not yet complete</p> <ul style="list-style-type: none"> Initial article appeared in September <i>MINTRAC</i>ker Discussed at every network meeting Workshop presentation at MINTRAC conference
Three processing plants with a pool of workers training in eliminating manual handling hazards	<ul style="list-style-type: none"> All MI stakeholders 	<ul style="list-style-type: none"> Mintracker MINTRAC conference 	<ul style="list-style-type: none"> June 2008 March 2008 	<p>Not yet complete</p> <p>Trials have not yet commenced.</p>
Articles in <i>MINTRAC</i> ker, AMIEU journals, information at conferences and network meetings	<ul style="list-style-type: none"> All MI stakeholders 	<ul style="list-style-type: none"> Mintracker MINTRAC conference Network meetings AMIEU publications OH&S conference 	<ul style="list-style-type: none"> June 2008 March 2008 Every meeting 	<p>Not yet complete</p> <ul style="list-style-type: none"> Initial article appeared in September <i>MINTRAC</i>ker Discussed at every network meeting Workshop presentation at MINTRAC conference

Communication: MINTRAC Research and education conference				
Objectives: <ul style="list-style-type: none"> • promote research outcomes to wider industry – companies, regulators, researchers, training organisations, product and service developers and suppliers to the industry, government funding agencies • facilitate uptake, utilising practitioners giving first hand experiences • identify future areas for research • link total range of stakeholders 				
Knowledge/model/product	Who needs to know?	Dissemination strategies	Timeline	Progress
MINTRAC Conference	<ul style="list-style-type: none"> • All MI stakeholders 	<ul style="list-style-type: none"> • Mintracker • MINTRAC conference 	<ul style="list-style-type: none"> • June 2008 • March 2008 	Completed <ul style="list-style-type: none"> • Conference edition of MINTRACker produced • Conference evaluation completed and provided to stakeholders.

Communication: Meat Industry Trainer of the Year Award				
Objectives:				
<ul style="list-style-type: none"> • promote quality training to wider industry – companies, regulators, researchers, training organisations, government funding agencies • provide recognition of outstanding effort • identify models of best practice in training in the meat industry • lift the profile of training in the meat industry 				
Knowledge/model/product	Who needs to know?	Dissemination strategies	Timeline	Progress
Award details, publicity, and prize.	<ul style="list-style-type: none"> • AMPC member companies and associated Registered Training Organisations. • Meat processing companies 	initial advertising to AMPC members companies	August 2007	Completed
		presentation at MI&QA conference	October 2007	Completed
		articles in local and meat industry publications	December 2007	Completed

MINTRAC Catalogue and product upgrade				
Objectives: <ul style="list-style-type: none"> • encourage uptake of industry research and innovation outcomes • facilitate compliance requirements and access to public training subsidies • ensure continued access to products produced for industry, including those developed with government and other non industry funds 				
Knowledge/model/product	Who needs to know?	Dissemination strategies	Timeline	Progress
Product catalogue	<ul style="list-style-type: none"> • meat processing companies • training organisations • regulators • government agencies 	Distribution at industry networks, conferences, training provider networks etc	Ongoing	Completed Has occurred at every Conference and network meeting
		Direct mailouts to training managers, relevant regulators, government agencies etc	As required	Completed Demonstrated through website at every meeting
Product upgrades and reproduction	<ul style="list-style-type: none"> • meat processing companies • training organisations • regulators • government agencies 	Inclusion in MINTRAC catalogue		Completed Demonstrated through website at every meeting
		Inclusion on MINTRAC web page		Completed Demonstrated through website at every meeting
		promotion at industry networks, conferences, training provider networks etc		Completed Demonstrated through website at every meeting

6.2 Appendix 2

MINTRAC 2008 National Conference - evaluation summary

"Training and the Bottom Line"

Total responses received: 44/112 = 39%

Rating system

- Please use a 1-5 rating where
- 1 means 'outstanding'
- 2 means 'above expectations'
- 3 means 'interesting, as expected'
- 4 means 'disappointing'
- 5 means 'don't do this again'
- N/A means 'did not attend'

DAY 1

- 1 Keynote address: Jack Barclay, CRF (Colac Otway) Pty Ltd

Plant-based training systems and their impact

talking out of school

More time could have been spent in morning on the more positive aspects of the culture at CRF presently

all over the place - didn't get the point of the speech

speaker should have chosen another forum for the candid nature of his discussion

- 2 Keynote address: David Matthews (Teys) & Jeff Bradbury (SQIT)

Bottom line in Employer & TAFE Partnerships

1	2	3	4	5	N/A
4	7	18	10	2	3
10%	17%	44%	24%	5%	

5	17	19	1		2
12%	40%	45%	2%		

a good partnership model

good to see an actual model

- 3 Workshop: Miffy Shelton and Rebecca Michalik, (CRF)

Managing workplace diversity in the workplace

would have liked to hear how they worked within the workforce to manage the diversity between workers

a best practice approach which gives a considered systematic model

- 4 Workshop: Allan Raupita, R & W Associates

Knife sharpening - the science of steeling

- 5 Workshop: Kevin Bennett, South West Institute of TAFE

Creating value through people

checking waste; tidying up work areas

- 6 Workshop: Glen Eckhardt, Southern QLD Institute of TAFE

Negotiating an individual training plan

very important critical paperwork to be completed correctly

brilliant (he was the respondent)

very clear and structured

- 7 Workshop: Dr Leisha Hewitt, Murdoch University

Animal welfare skills set

Dr Hewitt should have advertised that the short film contained materials which could have been upsetting and confronting to some participants prior to showing it.

6	10	6	1		21
26%	43%	26%	4%		

6	2	1			35
*	*	*			

2	4	5		1	32
17%	33%	42%		8%	

1	5	3			35
*	*	*			

5	8	6			25
26%	42%	32%			

8 Workshop: Andrew Moore, Response Learning

Why train supervisors?

learnt a lot

5	4	7		1	27
29%	24%	41%		6%	

9 Workshop: Clive Richardson, MINTRAC

Assessment moderation for dummies

Too short - would like to see a network session again for RTOs

3	7	2			32
25%	58%	17%			

10 Workshop: David McKay and Adam Isbester (Fletchers)

Understanding and managing 'Y' generation

very interesting and be warned, retention critical; get it right

good 'live' example

5	12	4			22
24%	57%	19%			

11 Workshop: Wi Marino, Stanbroke Beef Pty Ltd

Promoting meat industry careers to schools

great model for employers; very comprehensive and neat stories.

4	3	2			35
*	*	*			

12 Workshop: Andrew Moore, Response Learning

Assessing on the job

understand better - not so complicated as thought

2	8	9	2		23
10%	38%	42%	10%		

13 Workshop: Chris Fitzgerald, Risk and Injury Management Serv.

Introducing and reviewing Manual handling kit

		4	3		37
		*	*		

14 Workshop: Arthur Blewitt, Agri-food Industry Skills Council

It's all about skills and training

1	1	5	4		33
9%	9%	45%	36%		

very applicable to training

great speaker, good communication, made a dry topic interesting

15 Scholarship Presentations:

Mark Sansom, Timothy Sweet, Heather Haines, LaraWallis, Michael Healy

Wonderful. Enlightening. So proud of them. So dedicated. Great.

Could there be discussion on drawing research towards broad outcomes for enterprises? i.e. how can this be better translated for companies?

2	8	8	2		22
10%	40%	40%	10%		

DAY 2

1 Keynote Speaker: Michael Rafferty, University of Sydney

Measuring training output

excellent... but hope companies get it!

knew his stuff but didn't give any real tips on measuring; would have liked to see examples

dreadful presentation. Poorly constructed, inappropriate for the audience; too altruistic and unconnected; The presenter needs understand how to give a meaningful and relevant presentation that suits his target audience. Bad slides - no explanation of second case study etc.

a little too involved

would like to know more - will be following up

all over the place - didn't flow logically

1	2	3	4	5	N/A
3	7	19	8	1	6
8%	18%	50%	21%	3%	

2 MINTRAC Presentation:

Jenny Kroonstuiver, Clive Richardson, Jodie Hummerston, Margaret Antony, Daniel Ryan

great to meet the team

Excellent. What a great unit. This session should have gone to the beginning of Day 1.

5	15	17	2		5
13%	39%	44%	5%		

Love to hear about the projects

Thank you - great update

infotainment at its best. What - no steak knives?

- 3 Workshop: Louise Wignall, Wignall Consulting Services

Help! My trainees can't read. Practical tips for working with NESB workers

Excellent. Very useful for trainers and assessors

- 4 Workshop: Jenny Kroonstuiver & Jodie Hummerston, MINTRAC

Developing meat industry leaders

topic and title didn't give enough detail on what session was about

vital to the future of the industry

- 5 Workshop: Tracey Colley, Colley Consulting

Environmental - Sustainability @ work

- 6 Workshop: Stacey McKenna, Midfield Meat International

Constructing a staff development plan to reflect company training needs

Not useful - basic TAA knowledge

- 7 Workshop: Clive Richardson, MINTRAC

Meat safety and assessment nationally and internationally

- 8 Workshop: Murray Judd, DEEWR

Assessing and reporting employability skills

6	4	4	3		27
35%	24%	24%	17%		

1	4	3			36
*	*	*			

3	2	4	1		34
*	*	*	*		

1	2	5			34
*	*	*			

4	5	1			34
*	*	*			

1	2	5	5	1	30
7%	14%	36%	36%	7%	

9 Presentation: Specialised Services

	3	12			29
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John McGuren (AMPC), Sarah Strachan (MSA), Alison Small (FSA), Peter Horchner (Symbio)

20% 80%

10 Presentation: Brian Wexham, Institute of Trade Skills Excellence

6	5				32
55%	45%				

Wrap-up

energetic, positive, great, down to earth.

Great. Brian is a dynamic presenter and the Institute is long overdue in raising the profile of VET delivery and deliverers.

incorporate Brian's dynamic approach at the beginning

wasted being last - should have been on day 1

General Comments

Location

Date

Accommodation

Conference organisation

Displays

too close to Easter
school holidays

downside - the coffee was always luke warm. Not good - they need thermos-like coffee containers

bit close to Easter

Central West Community College will put up a display next year

don't have conference in school holidays (Vic)

conference rooms very cold

1	2	3	4	5	N/A
9	20	10	2		
7	16	16	5		
5	18	6	2		8
17	19	5	1	1	
8	22	7	1	1	

would have preferred a CBD location

In your opinion, what was the highlight of this conference?

Day 2 Workshop 3/ Day 1 Workshop 7

Not really part of conference but knife sharpening before the actual conference

Catching up with others from the meat industry

The workshops were excellent - very relevant and pitched at a suitably high level. I found I was constantly engaged and had no downtime.

MINTRAC staff presentations

Environmental sustainability - making it easy!

Day 1 - Wi Marino and Brian Wexham - all very good (except Arthur Blewitt)

choice in choosing a presenter

some presenters using really OLD data and surveys as old as 10-14 years old!

all of it; knife sharpening day; Clive's exam generator

The scholarship presentations

current issues and entertainment

entertainers at dinner (impromptu) was great

Brian Wexham presentation

well done MINTRAC - your staff are excellent in organising and dealing with speakers - general quality of presentations was excellent; loved sessions on 'Y' generation, knife sharpening, Andrew Moore's second session I always enjoy listening to Clive's presentations

conference was well organised and kept to time

knife sharpening workshop very useful - good to hear from the Kiwis

knife sharpening - a very interesting workshop; would be good for meat retailers

2-day conference was well organised and punctual

Too many highlights to single out one. Impressed by the punctuality of workshops and calibre of guest speakers

Murray Judd's session

Gen 'Y' session - very interesting and relevant

Clive's meat safety exam generator - very good

The dedication and diligence of the MINTRAC team. Great work and the meat industry is very lucky to have this support

Presentations, display - availability of resources

Specialised services session on day 2 - very good

conference dinner

Networking! Displays and explanation of research into knife sharpening

great networking opportunities - learn a lot by talking with others

knife sharpening training opportunities

assessment issues and opportunities

The opportunity to network with other plants' training providers, government and other organisations has made this conference extremely beneficial from my perspective.

I think all sessions I attended were of value, but the networking is particularly useful from my perspective.

Entertainment last night was GREAT - congratulations to whoever chose them; Daniel - Bohemian Rhapsody will never be the same

The opportunity to network

Wednesday - knife sharpening - overall very good and worthwhile

David and Adam - 'Y' generation

Knife sharpening - pre-conference workshop

'Y' generation workshop

All workshops were very informative; the dinner on Thursday night was very enjoyable

Teys Bros presentation and Kevin Bennett presentation

Regarding presentations: bottom line in employer/TAFE relationship and creating value through people

Brian Wexham presentation

so much good info - all the speakers were outstanding

entertainment at dinner; I found that I could use a lot of the material

Networking

Entertainment and dinner was excellent

The workshops themselves and the diversity of topics

knife sharpening, animal welfare, networking

workshops, although would like to attend more than one - hard to choose

found the knife sharpening workshop interesting as it highlights an area that is often overlooked

The sheer professionalism of the MINTRAC staff and the attention to detail

Day2 - Michael Rafferty

The future

The 2009 Conference is planned to be held in Sydney on 26th & 27th March 2009

motivational-inspirational-vibrant sessions, ones that challenge our 'known views'

It is great to have knowledge passed on but I would like to walk out re-invigorated and re-enthused, with a fist full of 'star-bursts' in my mind. PS you asked for my suggestions. Thank you.

Can we please start 'karaoke' to be part of the evening after 10.30 when people have enough courage to perform. Thanks

Testimonials from trainees/apprentices - Q&A session

Industry champions - best practice examples

International guest speaker - innovations from the meat industry in another country

A 'Michael Rafferty' but with less technical research slant; more how it benefits industry for a strategic training plan approach 1.2. his model, but maybe a company delivering the presentation from their viewpoint.

Department of Education and Training - what Departments do and why?

The AAC's role in traineeship/apprentices

How is e-learning going and web-based training? On-line training.

workshop session - clustering assessments - perhaps presenter could bring an actual example (I would like to do this if ASURE signs off on my attendance)

workshop presented by representative of immigration department to discuss current requirement of 457 visas; student visas etc.

to build on this conference with examples of case studies that have measured impact of training

workshops should be more interactive, good example of this was R&D session on Day 2 with Jenny and Jodie as asked for feedback from participants

Institute of Trade Skills excellent

well organised

If possible for all workshops to be on twice - this would enable some guests to attend more than one. It was hard to select with so many excellent speakers.

perhaps some govt input re future plans and market access etc.

Please either have personal experience keynote speakers or rely on someone you really trust to advise potential presenters. Each day should begin with someone who can really inspire, set a positive, clear tone for the following presentations

Damien Sierakowski, from HR in meat processing to inspector for workcover. Any advantages for industry?

I would be happy to do a keynote address (have done lots of conferences) on non-meat related aspects, ie motivation, would tie it into theme for next year. Could run a workshop related to leadership - adult education, training adults etc; or VET in Australia, Difference between (?) and (?); I have some programs/talks that I have previously run and could develop something specific for the audience. ([REDACTED])

Maybe a representative from another industry to tell their particular training experience

The scholarship holders be given some training in public speaking

Presenters shouldn't read the powerpoint presentation to the audience

Cover main points and give brief discussion on these. Some speakers got off track a little, but overall very good

More interactive workshops

Less sales pitches

profile and recognise a 'star' industry performer

Someone to discuss where funding comes from and how to get our hands on it (ie a good overview of funding available in Australia)

speakers need to learn how to present their material - this was meant to be about training - a lot of them struggled with their presentation

drugs in the workplace and identifying behaviours

Gerry Harvey - Waghu beef production

McDonalds, Yum Cha or other representative to discuss their requirements?

more international speakers. Irish/Danish training systems?

Identifying and measuring the differences between Australia and NZ - I think we can learn from them.

I would like to look at training methods in NZ and their skill development at plants

would be interested to hear what recruitment methods companies are using and what they are finding successful

CDs available with presentations/notes

Animal Welfare Officer training - further development in this area

Animal Welfare Auditor/Assessor training developments - what's happening worldwide

Animal Welfare - back to basics

repeat topics to enable attendance at more than one workshop

RTOs contacts national level - ATP etc

Please provide suggestions for other aspects of the conference, eg organisation, format etc

Make sure your keynote speakers are positive and inspirational. I felt the two you had let you down badly. Someone like Brian Wexham would have been better.

Congratulations on a very well-run conference. Your team sets a very high standard and projects an excellent mood of positive engagement. Thank you for your efforts.

MINTRAC presentation should be on day 1.

Please warn your presenters that not all members of the audience have industry experience. Leisha's presentation was great, but with no prior warning, she played a video which included graphic slaughterhouse scenes. I know I wasn't the only person in the room who was disturbed and upset by what we saw. I'm not suggesting it shouldn't be shown but a warning for the faint-hearted would have been appreciated.

Asking the presenters to ask the audience some questions to prompt more discussion - shorter presentations towards the end when concentration is lagging.

Finish on time each presenter; have a bit more time in between forums

Sydney, Adelaide, Brisbane, Melbourne now back to Sydney - what happened to Western Australia - Perth?

Have the specialised services at the start of the conference, so we have time to network with them during the conference

very happy with the organisation, format of the conference

30-45 minutes for workshops is sufficient.

good organisation and venues; break-out sessions interesting and relevant - keep these

The format was quite good and there was only one session at which I hoped to attend two of the concurrent workshops

Re 'Back to basics; theme- have a good workshop on management and how effective they are as managers - tied back to basics - 'Back to basics of Management'

I have some ideas for using music to enhance environment in the big/joint presentation, i.e. the start of each day

Happy with the process

all good

Keep it as is - well done

Less overlap in workshop times - I would have attended more workshops if they hadn't been run at similar times.

provide session descriptors for each session topic in the agenda together with speaker bios

The model used at CIT (events students)

Scholarships presentations were under pressure due to length and nature of their reports - need to polish

There have been improvements over the years - I think you have it right now

preferable not to finish on a Friday

About you

Please circle the description that best suits your organisation:

Processing company	9
Meat retailing company	
Smallgoods company	1
Industry representative organisation	4
Registered Training Organisation	25
Regulatory authority	1
Other (please describe).....	5
	sheep & lamb textile exporter
	meat inspection service
	curriculum support
	university

6.3 Appendix 3

MINTRAC

National Meat Industry Training Advisory Council Limited

Training and the bottom line

National Conference

Bayview Eden Melbourne
27 & 28 March 2008

Gold Sponsors

Program Day 1, 27 March 2008

- 7.00 - 8.00 Exhibition bump-in
 8.00 - 9.00 **Registration**
 9.00 - 9.10 **Welcome and official opening: John Hughes** - MINTRAC Board Chairman/Teys Bros (Holdings) Pty Ltd
 9.10 - 9.45 **Keynote address: Jack Barclay** - CRF (Colac Otway) Pty Ltd
Plant-based training systems and their impact
 9.45 - 10.30 **Keynote address: David Matthews** - Teys Bros (Holdings) Pty Ltd and **Jeff Bradbury** - Southern Queensland Institute of TAFE
Bottom line in Employer & TAFE Partnerships

10.30 - 11.00 Morning Tea

11.00 - 11.45	Parkside Room 3 Training Delivery <i>Managing diversity in the workplace</i> Miffy Shelton and Rebecca Michalik - CRF (Colac Otway) Pty Ltd	Parkside Room 4 Research & Development <i>Knife sharpening - the science of steeling</i> Allan Raupita - R & W Associates	Parkside Room 5 Current Issues <i>Creating value through people</i> Kevin Bennett - South West Institute of TAFE
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11.45 - 12.30	Parkside Room 3 Training Delivery <i>Negotiating an individual training plan</i> Glen Eckhardt - Southern Queensland Institute of TAFE	Parkside Room 4 Research & Development <i>Animal Welfare skills set</i> Dr Leisha Hewitt - Murdoch University	Parkside Room 5 Current Issues <i>Why train supervisors?</i> Andrew Moore - Response Learning
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12.30 - 1.15 Lunch

1.15 - 2.00	Parkside Room 3 Training Delivery <i>Assessment moderation for dummies</i> Clive Richardson - MINTRAC	Parkside Room 4 Research & Development <i>Understanding and managing 'Y' generation</i> David McKay and Adam Isbester - Fletcher International Exports	Parkside Room 5 Current Issues <i>Promoting meat industry careers to schools</i> Wi Marino - Stanbroke Beef Pty Ltd
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2.00 - 2.45	Parkside Room 3 Training Delivery <i>Assessing on the job</i> Andrew Moore - Response Learning	Parkside Room 4 Research & Development <i>Introducing and reviewing Manual handling kit</i> Chris Fitzgerald - Risk and Injury Management Services	Parkside Room 5 Current Issues <i>It's all about skills and training</i> Arthur Blewitt - Agri-Food Industry Skills Council
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2.45 - 3.15 Afternoon Tea

3.15 - 3.30 Meet the Exhibitors

3.30 - 4.45 **Scholarship Presentations**

Heather Haines, PhD: Investigation of the molecular and physiological basis of acid stress responses in Enterohaemorrhagic *E. coli* O111:H-

Michael Healey, Undergraduate: Bachelor of Veterinary Science

Mark Sansom, Upskilling: Master of Agribusiness, Graduate Certificate in Agribusiness

Timothy Sweet, PhD: High frequency ultrasound in meat quality analysis

Lara Wallis, PhD: Disability management in the Australian Red Meat Industry

4.45 Close day 1

6.30 - 7.00 Pre-dinner drinks

7.00 - til late Conference Dinner - Parkside Rooms 4 & 5

Program Day 2, 28 March 2008

8.30 - 8.45 **Registration**

8.45 - 9.00 Meet the Exhibitors

9.00 - 9.45 **Keynote speaker: Michael Rafferty** - University of Sydney

Measuring training output - Skills and sustainable business development

9.45 - 10.30 **The MINTRAC report:**

Jenny Kroonstuiver - CEO, Clive Richardson - Senior Project Officer,

Jodie Hummerston - Project Officer, Kate Home - Project Officer/Administration,

Margaret Antony - Office Manager, Daniel Ryan - Administration

10.30 - 11.00 Morning Tea

11.00 - 11.45

Parkside Room 3	Parkside Room 4	Parkside Room 5
Training Delivery	Research & Development	Current Issues
<i>Help! My trainees can't read – Practical tips for working with NESB workers</i>	<i>Developing meat industry leaders</i>	<i>Environment - Sustainability @ work</i>
Louise Wignall - Wignall Consulting Services Pty Ltd	Jenny Kroonstuiver and Jodie Hummerston - MINTRAC	Tracey Colley - Colley Consulting Pty Ltd

11.45 - 12.30

Parkside Room 3	Parkside Room 4	Parkside Room 5
Training Delivery	Research & Development	Current Issues
<i>Constructing a staff development plan to reflect company training needs</i>	<i>Meat safety and assessment nationally and internationally</i>	<i>Assessing and reporting employability skills</i>
Stacey McKenna - Skills Base Australia	Clive Richardson - MINTRAC	Murray Judd - Department of Education, Employment and Workplace Relations

12.30 - 1.15 Lunch

1.15 - 2.45 **Specialised Services:**

John McGuren - Australian Meat Processor Corporation

Sarah Strachan - Meat Standards Australia

Alison Small - Food Science Australia

Peter Horchner - Symbio Alliance

2.45 - 3.00 Afternoon Tea

3.00 - 3.30 **'Wrap-up': Brian Wexham** - The Institute for Trade Skills Excellence

3.30 Conference close

4.00 Exhibition bump-out



Silver sponsors

Exhibitors

- AMPC/MLA
- Hepworth Industrial Wear
- Start Food-Tech Australia
- Argus Realcold
- Meat Standards Australia
- MINTRAC

MINTRAC's Mission

To provide highly-valued services to the Meat Industry in the areas of education and training development and advocacy.

We are innovative and adaptable, anticipating and responding to emerging industry needs and global challenges.

We aim to:

- ★ provide products and services in accordance with world's best practice,
- ★ promote and support satisfying and rewarding career paths for industry participants at every level, and
- ★ secure and maintain the ongoing commitment of the industry and our financial supporters.



6.4 Appendix 4

MINTRAC

Volume 5
 March 2008
 Conference Edition

MINTRACker

Welcome to the 2008 MINTRAC National Conference “Training and the bottom line”

Welcome to the fourth annual MINTRAC training conference.

Ten years after the introduction of the first *Australian Meat Industry Training Package*, the Australian meat industry has a national training system which is admired all over the world.

This year, our keynote speakers look at the long term business impacts of a meat processing plant training system and what this really means for the industry. The workshop sessions follow three themes: training and assessment, research and development, and current issues.

Inside this special edition of *MINTRACker* you will find profiles of all our conference keynote and workshop speakers.

MINTRAC staff members will be on hand throughout the conference to assist you to find your session locations and any other needs you may have. Also, don't forget to fill in your conference evaluation form at the end of day two – the feedback you provide is an important part of the planning process for the next conference.

We hope you enjoy the conference and the many interesting and thought-provoking sessions.

Conference Gold Sponsors

MINTRAC would like to thank the following companies for their support in sponsoring this National Conference:



mla
MEAT & LIVESTOCK AUSTRALIA

Meat & Livestock Australia Limited (MLA) is a producer-owned company that provides services to livestock producers, processors, exporters, foodservice operators and retailers. MLA has around 40,000 livestock producer ‘members’ who have stakeholder entitlements in the company. Their mission is to deliver world-class services and solutions in partnership with industry and government. Find out more about MLA at www.mla.com.au.



AMPC

The Australian Meat Processor Corporation (AMPC) is the national body representing all processors active in the red meat processing industry. AMPC aims to promote, protect and further the rights and mutual interests of its members. Find out more about AMPC at www.ampc.com.au

See inside this edition for profiles of the
2008 Conference speakers.



PROCESSING



SMALLGOODS



RETAIL

Conference speaker profiles



John Hughes – Chairman, MINTRAC/General Manager Operational Improvements - Teys Bros (Holdings) Pty Ltd

John's introduction to the Meat Industry began in 1960 as a 13 year old at Smorgans Dinmore and commenced what has been an interesting career. A short stint as a driver of semi trailers and bulldozers has been John's only break from employment in abattoirs.

John returned to Smorgans (Dinmore) and progressed to HR and production. He then moved to AMH and was appointed General Manager Abattoir – Industrial Relations and Personnel. Following ConAgra Beef's purchase of AMH John went to the USA where he reported directly to the President of ConAgra Beef for two years. When he returned from the USA John accepted a position with the Packer Organisation. During a protracted dispute he was appointed the CEO of Combined Meat Group (CMG) which amalgamated with Teys Bros (Holdings) Pty Ltd before the dispute ended. John is still General Manager - Operational Improvements at Teys Bros.

John's involvement with MINTRAC began in 1998 as a director. John's interest in training comes from his belief that employer and employee can work to the advantage of each other. He believes in listening to both sides of the story.



Jack Barclay - Chief Executive Officer, CRF (Colac Otway) Pty Ltd

Jack has been an employee of CRF since the beginning totaling 8 years. Before CRF he worked as the Economic Development Officer at the Colac Otway Shire, DOW Chemicals, and 8 years in farming.

Jack has a Bachelor of Agriculture / Economics and Masters of Business Administration.



David Matthews - Group HR Manager, Teys Bros (Holdings) Pty Ltd

David commenced his career in the meat industry soon after leaving school in 1980. He was employed at KR Darling Downs in Toowoomba a company which at that time was a multi-species plant (beef, lamb and pork). In his early days he worked in all sections and then finally settled into the beef boning room.

With the closure of the beef operations at KR Darling Downs, David moved to AMH at Beef City (now Swift Australia Pty Limited). After 15 months working at Beef City an opportunity came about to move to AMH Dinmore to become the Training Co-ordinator and then in conjunction with a number of other people, David assisted in setting AMH up as their own enterprise based RTO which included setting up all the training systems. David is now employed by Teys Bros as their General Manager of Human Resources.



Jeff Bradbury - Workplace Training Officer, Food and Meat Unit, Southern QLD Institute of TAFE

Jeff started with SQIT at their Bridge St Toowoomba campus in 2001 as part of the Meat Training Unit. His background was not in meat processing but in the hides, skins and leather side of the business with stints at Murgon Leather and New Wave Leather at Toowoomba. Jeff joined the Meat Training Unit as a Workplace Training Officer with the duties to build partnerships and training business with enterprises across our region and beyond if possible. He has been involved with enterprises such as KR, Swickers, Oakey Abattoir, AMH and Teys Bros. SQIT partner with all the above to deliver training from the *MTM07 Australian Meat Industry Training Package*. Jeff is also currently the contact in Queensland for delivery of the Diploma of Meat Processing and as such has contact with all processors across Queensland.



Miffy Shelton - Training and Organisational Development, CRF (Colac Otway) Pty Ltd

Miffy has been an employee of CRF for the last 15 months. Before starting with CRF she spent last 10 years has been spent in Welfare in local schools and the local hospitals.

Miffy has a Bachelor of Education and a Graduate Diploma Welfare.



Allan Raupita

Born in Wanganui, Allan worked at the Imlay Freezing Works for 25 years. He was a labourer on the mutton and beef slaughter floors before moving into the beef and mutton offal departments and eventually settled into the offal department. Allan was moved between processing departments for 4 years and during that time had brief stints with a knife, mainly trimming jobs and the occasional try at anything else.

Allan eventually ended up working in the Casings Department which processed sheep and lamb casings for export. He began supervising the casings and offal departments in the early nineties and also the evisceration and meat moving teams. He then started working for the NZITO as an assessor in a number of plants in NZ and was introduced to the Knife Sharpening System about 2 years ago by PPCS. Allan found the equipment and the training easy to use and simple to apply.

Conference speaker profiles

Kevin Bennett - Manager, Business Improvement Programs, South West Institute of TAFE

Kevin is a practical improvement facilitator and coach, with extensive experience across many industries and sectors, using a wide range of tools and techniques to improve business performance. His aim is to help organisations to release their full potential through working smarter not harder.

In January 2008, Kevin joined South West TAFE as Manager—Business Improvements Programs, providing organisations with the resource and support to assist them in their efforts to “deliver excellent customer value by continually developing people, processes and products/services”



Glen Eckhardt - Teacher, Food & Meat Unit, TAFE Southern Queensland Institute

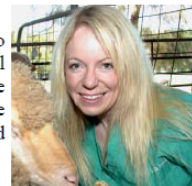
Glen started his career in the meat industry in 1974 as an offal barrow boy with Warwick Bacon Factory in Warwick QLD. In 1978 Glen was appointed as a meat inspector with the Qld Department of Primary Industries. During Glen's 20 year employment in the Government he was involved in the Brucellosis and TB Eradication Campaign, was a District Meat Safety officer for Warwick area, the Senior Meat Safety Officer of a large domestic abattoir and boning room and Lead Auditor for domestic abattoirs in Queensland.

Glen then entered the private sector as a Quality Assurance Manager at Killarney Abattoir for a two year stint as the Assistant QA Manager at KR Darling Downs in Toowoomba. In 2001 Glen joined the Meat Training Unit at the Southern Queensland Institute of TAFE in Toowoomba as a Workplace Training Officer Teacher and Meat Industry Teacher. Glen delivers training in Meat Processing Certificate levels II and III, Cert III and IV in Meat Safety, and Game Harvesting.



Dr Leisha Hewitt - Animal Welfare Research Fellow Div. Health Science, Murdoch University

Dr Leisha Hewitt has recently joined Murdoch University as an Animal Welfare Research Fellow after relocating to Perth from the UK. She has a PhD in Clinical Veterinary Science, which involved the development of a novel device for the casualty slaughter of poultry. Dr Hewitt's previous post was at Bristol University Vet School, where she managed the Veterinary Continuing Education Unit and Animal Welfare Training program. As part of the Animal Welfare Training Group at Bristol she was responsible for the implementation of training programs and consultancy activities, particularly in the area of transportation, stunning and slaughter.



Andrew Moore - Manager, Moore Training and Development

Andrew Moore has worked in and around the meat industry since the late 1970s. He has held a variety of meat industry roles including trainee boner, cadet supervisor, supervisor, commercial manager, plant manager and group manager – training. As well, he has held management roles in the milling and seafood industries.

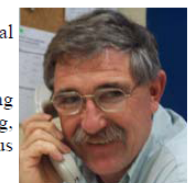
Currently he is an organisational consultant and leadership trainer/coach. Recently he has been consulting to a US mining operation in California, coaching managers in the design and implementation of a competency-based training system. Andrew works in numerous Australian industry sectors including mining, banking, logistics, energy and of course meat processing. Andrew holds the degree of Master of Education (Business Education and Training) and is a member of the Australian Institute of Management. He also holds qualifications in both training and assessment systems (Dip. TAS) and business (AC Business – Accounting).



Clive Richardson – Senior Project Officer, MINTRAC

Clive worked for five years with Australian Quarantine and Inspection Service (AQIS) as the national technical training manager and a further two years managing AQIS's industry training services before joining MINTRAC.

Clive has been with MINTRAC since 1995 as Senior Project Officer. His role includes but is not limited to training program development, industry extension work and telephone consultations. Clive coordinates State Training, Quality Assurance and Environment Managers' networks throughout Australia and coordinates numerous professional development workshops and opportunities within these networks.



David McKay—General Manager, Fletcher International Exports

Through many years of experience in the Australian red meat industry – beginning at a young age, David McKay is well placed to comment on the many generational differences that make up our unique workforce.

David has worn many different hats throughout his employment of 17 years with Fletcher International Exports – ranging from his early days as a process worker through middle and senior management roles. David's current position as General Manager has allowed him the opportunity to combine his post graduate qualifications in management and his diverse practical background to assist in moving Fletcher's in the right direction.



David is a passionate advocate for structured training in the meat industry which is exemplified by his commitment as a MINTRAC director since 2003.

Conference speaker profiles



Adam Isbester—Training Manager, Fletcher International Exports

Over the past 12 years Adam has been employed in the meat industry, taking on several roles within Fletcher International Exports. His current work as the Training Manager provides Adam with an opportunity to support and encourage young people to reach their full potential. With the assistance of MINTRAC, Adam has been able to further his education recently completing Certificate IV in Frontline Management. Adam sees the meat industry as challenging and rewarding and it is something that he is proud to be associated with.



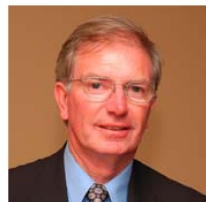
Wi Marino - Human Resource Manager, Stanbroke Beef Pty Ltd

Wi Marino began work in the meat industry in New Zealand in 1997. He moved to Australia as Production Manager at Immisfail in 2001. In 2002 he joined Swickers Bacon Factory at Kingaroy as Human Resources Manager before taking up his current position as HR Manager for Stanbroke Beef in May 2004.



Chris Fitzgerald - Director/Principle Consultant/Ergonomist, Risk & Injury Management Services (RIMS)

Chris Fitzgerald is the Director/Principle Consultant/Ergonomist with Risk & Injury Management Services (RIMS). Since commencing the business in 1993, Chris has undertaken numerous national Ergonomics and OHS projects across a range of diverse industries that include red meat processing, television, emergency services (fire and ambulance) and office environments. Chris has been providing ergonomics consulting services in the red meat industry for over 10 years and is very familiar with the industry and the issues facing the industry with regard to work design and manual handling injury risks. Chris has used his broad experience in the meat processing industry, ergonomics and the development and delivery of training to be the primary consultant involved in the MINTRAC Manual Handling Project.



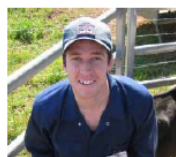
Arthur Blewitt – CEO, Agri-Food Industry Skills Council Ltd (AFISC)

Arthur Blewitt commenced as the inaugural CEO of AFISC in August 2004. Arthur has a background in executive leadership and management in the public sector and statutory authorities, has worked as a business consultant and held company directorships in banking, R&D and the arts. His roles have involved working with boards, industry and government in developing strategy and policy, building organisational capability, business improvement and governance.

Arthur's appointments have included Chief General Manager, Department of Communication, Information Technology and the Arts; Executive Director, CSIRO; General Manager, Human Resources, CSIRO; and Secretary, Australian Centre for International Agricultural Research in the Department of Foreign Affairs. Arthur has a BA (economics and management) and is a Fellow of the Australian Institute of Company Directors, and a Fellow of the Australian Institute of Management.

Lara Wallis - MINTRAC PhD Scholarship Student, La Trobe University

Lara is a PhD Candidate at La Trobe University, Bundoora, Victoria. She has dual qualifications in Occupational Health and Safety Management and Environmental Management. She is a registered Safety Professional and a Chartered Professional Member of the SIA. Her professional experience in occupational health and safety and return to work across a variety of industries has been useful in shaping her research into disability prevention and effective disability management in the Australian red meat industry.



Michael Healy - MINTRAC Undergraduate Scholarship Student, University of Sydney

Michael grew up in Maitland in the Hunter Valley and moved to Sydney after high school to begin studying veterinary science. Michael has worked in his university holidays at Primo abattoir at Scone in various departments. He is thoroughly enjoying the vet course and is now in his 4th year out of 5. Outside of Michael's studies he enjoys playing Australian Rules football and is playing for the Sydney Uni club.

Timothy Sweet - MINTRAC PhD Scholarship Student, University of Queensland

Details not available at time of publication

Mark Sansom - MINTRAC Upskilling Scholarship Student, University of Melbourne

Details not available at time of publication



Heather Haines - MINTRAC PhD Scholarship Student, Department of Agriculture

Heather has worked as a microbiologist in diagnostic laboratories, as a lecturer and teacher of microbiology and most recently in the Food Safety Unit of the Department of Primary Industries VIC for nine years. Her work at DPI included research activities related to improving the shelf life and safety of Australian lamb, pork and chicken, facilitating the export of a range of Victorian products, and delivering training in the Meat Microbiology course and MINTRAC modules on food safety and cold chain. She has recently been seconded to the Department of Human Services as a Food Safety Project Officer.

Conference speaker profiles

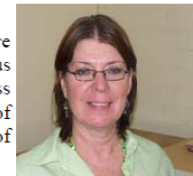
Michael Rafferty—Senior Research Analyst , University of Sydney

Mike is Senior Research Analyst at the Workplace Research Centre (WRC) at the University of Sydney. He has a PhD in economics and has worked in industry, government and at a number of universities in Australia and abroad. Mike is the Australian representative on the ILO Technical committee looking at the relationship between changes in the value chain and possibilities for decent work in the food processing sector, and as head of the meat industry stream of WRCs, recently won an NCVER funded research project on labour supply, training and workplace productivity.



Jenny Kroonstuiwer – Chief Executive Officer, MINTRAC

Jenny worked as a secondary school teacher in the rural and remote areas of Australia for fourteen years, before moving into the Australian vocational education and training system. She spent the next thirteen years in various lecturing and management roles in the vocational sector of Curtin University - a role which involved working across the vocational and higher education sectors and project management responsibility for projects such as new areas of delivery, including agriculture, mining, flexible learning, quality assurance, e-learning and writing and accreditation of new courses. Jenny joined MINTRAC early 2004.



Jodie Hummerston – Project Officer, MINTRAC

Jodie Hummerston joined MINTRAC in 2002 and has worked as a Project Officer since 2005. Her interest in the meat industry stems from her father being a retail butcher in Sydney. As such, Jodie's responsibilities at MINTRAC include servicing the meat retail sector, working with the meat retail sector qualifications of the training package and developing training and assessment resources.

Other projects Jodie is working on this year include, the Diploma of Meat Processing and the Meat Industry Leadership Program and training for non-English speaking trainees and their trainers. Her postgraduate qualifications in Linguistics and work as an English teacher/tutor have helped her with other projects such as training for non-English speaking trainees and their trainers.



Margaret Antony – Office Manager/Project Officer, MINTRAC

Margaret has been with MINTRAC for seven years. During this time her responsibilities have increased to assisting with project management as well as continuing with office management. Through MINTRAC staff professional development, Margaret will be studying the e-learning unit 'Manage budgets and financial plans within a work team'. Margaret's experience in the meat industry began many years ago as proprietor of a retail butcher outlet in Goulburn.



Daniel Ryan – Office Administrator, MINTRAC

Daniel is currently the office administrator for MINTRAC. He has had previous experience in sports administration, bakery, law, and art removals, all of which have collectively brought him to where he is today.

He has been with MINTRAC for over two and a half years, and in this time has found his feet, doing a job he thoroughly enjoys. Daniel is currently studying at TAFE, doing a Financial Services (Accounting) Certificate, in which he hopes he can further his current job and future career.



Louise Wignall – Wignall Consulting Services

Louise Wignall has worked in the education sector for the past 25 years as a teacher, resource developer, policy advisor and quality assurance manager with a specialisation in adult literacy and learning in vocational education and training (VET) and the workplace. She works on a range of national and state-based initiatives including representation of the Agri-Food Industry Skills Council on the national ISC WELL Network.



Tracey Colley - Director, Colley Consulting Pty Ltd

Tracey Colley is a Chemical Engineer, with a Master of Environmental Engineering Science, and an MBA in Technology Management.

She has a background in Environmental Management, and areas of interest include greenhouse, sustainability, distributed generation and cogeneration, bioenergy and any other issues related to saving the world. She is currently working with AMPC as the AGO Greenhouse Challenge Plus Program Co-ordinator and has presented a number of MINTRAC Certificate IV courses in the past.



Conference speaker profiles



Stacey McKenna - Skills Base Australia

Stacey began working for the Midfield Group in 1999, after completing a Certificate II in Meat Processing, and a course in Meat Microbiology and was given the opportunity to work in the laboratory for two years. During this time Stacey completed a Certificate IV in Assessment and Workplace Training before becoming involved in the organisation of The Midfield Groups training program. In 2002 Stacey moved to New Zealand to work in compliance and auditing for a major meat processor whilst completing a Diploma in Meat Technology at Massey University.

Stacey returned to The Midfield Group in 2005 to the position of training co-ordinator and to complete a Diploma in Meat Processing with MINTRAC. After many years being highly involved in the training processes at Midfield, it became evident to Stacey that this was an avenue she could pursue as a private RTO. From this, Skills Base Australia was formed in 2006. Skills Base Australia has since been successfully providing training to both the red meat industry and other food industries.



Murray Judd - Director Quality Branch Department of Education, Employment & Workplace Relations

Murray Judd has extensive experience in national policy development for vocational educational and training. He is currently a Director in the Quality Branch of the Australian Government Department of Education, Employment and Workplace Relations. He played an important role in the establishment of the Australian National Training quality assurance arrangements and in the continuous improvement of national training products. Murray has managed many major national projects such as the development of an online copyright licensing system for training materials, research into business views on employability skills and a national complaints code for training. In 2007 he managed the development of the National Quality Council's new Training Package development and endorsement process which is being progressively implemented through 2008.



John McGuren - Project Coordination Manager, Australian Meat Processor Corporation Ltd

John joined AMPC as Project Coordination Manager in November 2007. He comes to the Red Meat Industry with a background in R&D, Management, and Industry Advocacy in the Australian Seafood and Aquaculture Industries including; Commercial Aquaculture Production Technology R&D, Commercial Fisheries Management, Training Development and Delivery, Secretary to the NSW Fishermen's Co-operatives Association and as a Director on the Australian Council of Prawn Fisheries Board.



Sarah Strachan - Training Team Leader, Meat Standards Australia

Sarah joined Meat and Livestock Australia's program, Meat Standards Australia (MSA) in 2001 and was originally involved with carcass grading in abattoirs around Australia, after completing a Bachelor of Rural Science at the University of New England.

Sarah is currently the Training Team Leader which involves developing and coordinating delivery of eating quality training programs for the red meat supply chain (from producer through to chef). Her position with MLA also involves coordinating projects focussed on providing value-adding tools to the various supply chain sectors.



Alison Small - Meat Industry Services, Food Science Australia

Alison Small graduated as a veterinarian from the Royal Dick School of Veterinary Studies, Edinburgh, Scotland, in 1993 and spent 12 years working in mixed, mainly livestock practice. During this time she worked as an On-Plant Vet in a number of abattoirs, under contract to the UK Meat Hygiene Service, and holds the UK Animal Welfare Officer certificate. In May 2007, she completed her PhD with the University of Bristol, UK, in microbiology, titled "The spread and control of foodborne pathogens in the lairage, with particular reference to cattle". Since January 2006, she has been working at Food Science Australia, QLD as a Research Scientist and Meat Industry Adviser. Recent projects include risk assessment of bovine blood processing, meat shelf-life studies and ecology of EHEC and Salmonella in sheep. She also maintains the Food Science Australia Meat Industry Website: www.meatupdate.csiro.au.



Peter Horchner – Director, Consulting and Training, Symbio Alliance

Peter Horchner is the Director, Consulting & Training at Symbio Alliance. He has worked with quality management and food safety in the agri-food industries for over 15 years. He has been a researcher, consultant and provider of training services with extensive experience in the food and agricultural industries at all levels from shop floor to Chief Executive Officers and board members. He has consulted to government on policy and development of food safety standards, industry bodies and associations on strategies, private companies on developing systems, and to small firms developing and implementing systems. He has worked with companies throughout Australia and in the Philippines, Indonesia, Taiwan, Singapore and Hong Kong. At the moment he is focused strongly on expanding the training services at Symbio.

Brian Wexham - Chief Executive Officer, The Institute for Trade Skills Excellence

Details not available at time of publication

Australian Meat Industry Training Package- Update

MTM07 Version 2

Version 2 of the MTM07 Australian Meat Industry Training Package was approved on 30th December 2007 and is now available on the NTIS and from ATP. Principal changes affect:

- Meat Retailing qualifications
- the First Aid unit.

For more information, please contact MINTRAC.

Issues Register

MINTRAC is maintaining an Issues Register for MTM07. Issues such as concerns about units, typographical errors, packaging rules, whole qualifications and the need for Skills Sets are being collected and considered on a quarterly basis by the Meat Standing Committee. Please provide any concerns in writing (email is acceptable) to MINTRAC.

Next Version of MTM07

It is expected that the next version of the Training Package will be prepared by the end of 2009. Regular updates on proposed changes and progress will be available through *MINTRACker*.

Training and assessment resources to support MTM07

A majority of the Units of Competency contained within MTM07 now have meat industry-specific training and assessment resources available. These are available as customisable resources on disk, from MINTRAC. A unit-by-unit listing of resources is available on the MINTRAC website (www.mintrac.com.au – click 'MINTRAC products', then 'Unit by unit'). MINTRAC hopes to develop training and assessment resources for the remaining MTM07 Units of Competency in the 2008-9 financial

Conference Silver Sponsors

MINTRAC would like to thank the following organisations for their support in sponsoring this the 2008 MINTRAC National Conference "Training and the bottom line".



Conference Exhibitors

AMPC/MLA
Hepworth Industrial Wear
Start Food-Tech Australia
MINTRAC
Argus Realcold
Meat Standards Australia

Dates for your diary

As well as the MINTRAC National Conference, there are three other conferences that are scheduled for the second half of this year.

They include the:

- AMPC OH&S Conference in Sydney on Tuesday 28 and Wednesday 29 October
- MINTRAC Meat Inspection & Quality Assurance Conference in Sydney on Thursday 16 October and Friday 17 October
- Meat Retailing Conference in Melbourne on Wednesday 12 and Thursday 13 November.

For more information about these conferences please feel free to contact MINTRAC on 1800 817 462 or email mintrac@mintrac.com.au.

MINTRAC Water Re-use Conferences

The Environment Managers Network is responsible for organising/facilitating the water re-use conferences that are being run in each of the main land States. These workshops will involve AQIS, State Meat and Health Authorities as well as researchers to explore in detail what is possible in terms of water use reduction and re-use.

State	Location	Venue	Date
NSW	Wagga Wagga	Country Comfort Wagga Wagga, Corner Morgan and Tarcutta Streets, Wagga Wagga 2650	Wed 16 April 2008
QLD	Brisbane	Comfort Inn and Suites Northgate Motel, 186 Toombul Road, Northgate QLD 4013	Wed 23 April 2008
VIC	Melbourne	Melbourne University Private, 442 Auburn Road, HAWTHORN VIC 3122	Mon 28 April 2008
SA	Adelaide	Rydges Adelaide South Park, 1 South Terrace, Adelaide SA 5000	Mon 5 May 2008
WA	Bunbury	Lord Forrest Hotel, 20 Symmons Street, Bunbury WA 6230	Thurs 8 May 2008

For more information, please contact MINTRAC on 1800 817 462 or email mintrac@mintrac.com.au

New products

Manage own work performance training kit

This kit contains e-learning materials for the unit MTMCOR401B Manage own work performance. Both CD and USB versions of the Training and Assessment support materials are provided in this kit. The materials are divided into four sections:

- Getting Started
- Learner
- Facilitator
- Assessment.

Price: \$220.00
Meat processing levy payer/
MINTRAC Associate price:
\$110.00

Certificate IV in Training and Assessment training kit

This resource kit has been designed to support training for the delivery of the TAA Certificate IV in Training and Assessment qualification. The objective of this kit was to develop suitable support materials and assessment tools to ensure that materials are relevant, meat industry specific and available to trainers.

Price: \$220.00
Meat processing levy payer/
MINTRAC Associate price:
\$110.00

Overview of the Meat Industry—updated version

This interactive CD introduces the trainee to the meat industry and covers much of the underpinning knowledge required to complete the unit MTMMP6C Overview the meat industry.

Price: \$220.00
Meat processing levy payer/
MINTRAC Associate price:
\$110.00

Soon to be available in 5 different languages!

6.5 Appendix 5



Aim of the workshop

The knife sharpening workshop will give trainers an opportunity to hear how operators in NZ and Australia have tackled the issue of training staff to sharpen knives and maintain a sharp knife during production. Manufacturers and suppliers of knife sharpening equipment will also be given an opportunity to demonstrate and display their products.

In selecting speakers we have sought to find trainers with a different approach to knife sharpening training with the hope of provoking discussion about this subject and encouraging trainers to take a fresh look at what which is for most plants an ongoing issue.

Format of the workshop

The workshop will consist of two parts:

Part 1 - Presentations

Firstly there will be a number of presentations on knife sharpening training and equipment. These presentations will be given in a formal setting with access to the full range of AV equipment and the ability to give demonstrations of equipment to the workshop attendees.

The presentations from industry speakers will include the opportunity to question them on how their approach to knife sharpening training was developed, implemented, assessed and what long term impact it has had on worker competency.

Equipment suppliers will also will be given an opportunity to make presentations to the workshop attendees. These will enable them to demonstrate the equipment they retail and the benefits that their machines bring to the knife sharpening task.

Part 2 - Static displays and demonstrations

In addition some equipment suppliers will have stands and equipment in the exhibitors' area. There will be break out sessions where the workshop attendees can move among the stands and watch formal and impromptu demonstrations of sharpening equipment.

Program

10.00am Welcome and introduction

Clive Richardson - MINTRAC

10.10am A trainer's perspective on the importance of knife
Sharpening

Scott Robinson - Innoven Goulburn Ovens TAFE

10.30am An employer's perspective - employee safety and the bottom line - teaching old dogs
new tricks

Jane Barton - Gundagai Abattoirs

11.00am Morning Tea

11.15am The NZ employer experience in adapting a new approach to knife training

Brian Waltham - PPCS

12.15 pm Demonstration of knife sharpening - hollow grinding machine

Brian Waltham - PPCS and Allan Raupita - R & W Associates

12.30 Lunch and demonstrations at exhibitor stands

1.30 pm Demonstration of knife sharpening equipment -
TruHone knife sharpening system

Alistair and Peter Connell - Start Food-Tech Australia

2.00 pm Demonstration of knife sharpening - knife setting machine

Allan Raupita and Mark Westcott - R & W Associates

2.30 pm Knife safety kit and equipment

Leesa Schuh - Zen Automation Technology

2.50 Afternoon tea

3.00 pm The science of steeling a knife and demonstration

Allan Raupita and Mark Westcott - R & W Associates

3.30 pm NZ trainers take on changing knife sharpening habits

Allan Raupita and Mark Westcott - R & W Associates

4.00 pm Workshop close

***MINTRAC gratefully acknowledges
Meat and Livestock Australia
for their sponsorship of this workshop***



6.6 Appendix 6

2007- 8 Product review – action sheet

Product type	Name	Current stock	Action required	Action taken
Assessment fact sheets	Planning and evaluation Implementation for Co & RTO trainers and assessors Checklist for assessors RPL The Assessment Interview	528 complete sets + loose	Suitable for inclusion in bags at Meat Retail Conference	Completed
			update before further reproduction	Will be updated as part of R&D project to make new kits in 2008/9
Book	A Guide to skills training in abattoirs	35	free to take at TM networks	Completed
			review future need	Review completed: will be updated as part of R&D project to make new kits in 2008
			update before further reproduction	
Book	A Guide to skills training in Smallgoods	0	review future need	Review completed: will be updated as part of R&D project to make new kits in 2008
			update before further reproduction	
Brochure	Communication tips for trainers – strategies for planning training	0	review future need	Review completed: will be updated as part of R&D project to make new kits in 2008
			update before further reproduction	
Brochure	Assessing maths in Abattoirs	0	review future need	Review completed: will be updated as part of R&D project to make new kits in 2008
			update before further reproduction	
Brochure	Assessing maths in Smallgoods	220	free to take at TP Implementation workshop	Review completed: will be updated as part of R&D project to make new kits in 2008
Brochure	Communicating to make	0	review future need	Review completed: will be

Product type	Name	Current stock	Action required	Action taken
	HACCP work		update before further reproduction	updated as part of R&D project to make new kits in 2008
Brochures (set of 3)	Don't contaminate the carcass	0	review future need update before further reproduction	Review completed: will be updated as part of R&D project to make new kits in 2008
Brochure	Getting the message across – an enterprise approach to communication...	0	review future need update before further reproduction	Review completed: will be updated as part of R&D project to make new kits in 2008
Brochure	Guide to Meat Safety Training	0	review future need update before further reproduction	Not yet commenced
Brochure	Is there Maths in Abattoirs?	0	review future need update before further reproduction	Review completed: will be updated as part of R&D project to make new kits in 2008
Brochure	Is there Maths in Smallgoods?	240	free to take at TP Implementation workshop	Review completed: will be updated as part of R&D project to make new kits in 2008
Brochure	Meat Your Future (Smallgoods)	48	update qualification list before reprint free to take at TP Implementation workshop	Review completed – no further action required at this stage
Brochure	Planning your training	8	review future need update before further reproduction	Review completed: will be updated as part of R&D project to make new kits in 2008
Brochure	The training bulletin – communicating to get the best from training	0	review future need update before further reproduction	Review completed: will be updated as part of R&D project to make new kits in 2008
Brochure	Training workers in different languages	Can't find	<ul style="list-style-type: none"> possible update and reprint as 	Superseded by materials developed under current ESJ

Product type	Name	Current stock	Action required	Action taken
			part of current project	project
Poster	Quality communication	6	<ul style="list-style-type: none"> discontinue remove from catalogue 	Completed
Poster	Shaping the Workforce	14	give away remainder at March Conference discontinue	Completed
CD	Assessment tools Cert II-IV	0	<ul style="list-style-type: none"> discontinue remove from catalogue 	Completed
CD	Certificate IV <ul style="list-style-type: none"> Optional training materials Evidence maps 	<ul style="list-style-type: none"> 1 3 	<ul style="list-style-type: none"> discontinue remove from catalogue 	Completed
CD	Hygiene and sanitation interactive	2	<ul style="list-style-type: none"> currently under review 	Review completed - revised product nearing completion
CD	Maintain personal equipment	0	<ul style="list-style-type: none"> currently under review 	Review completed - revised product nearing completion
CD	Overview the Meat Industry	1	<ul style="list-style-type: none"> currently under review 	Review completed - revised product completed
CD	Quality Assurance interactive	1	<ul style="list-style-type: none"> currently under review 	Review completed - revised product nearing completion
CD	Statistical techniques for the Meat Industry	177	<ul style="list-style-type: none"> free to take at Smallgoods TP Implementation workshop 	Insufficient attendance for distribution
CD	Cert Courses Meat Retailing	1	<ul style="list-style-type: none"> discontinue remove from catalogue 	Completed
CD	Meat Retailing Assessment		<ul style="list-style-type: none"> discontinue 	Completed


Product type	Name	Current stock	Action required	Action taken
	Guides		<ul style="list-style-type: none"> remove from catalogue 	
CD	Supervise new recruits	3	<ul style="list-style-type: none"> discontinue 	Completed
DVD	Offal training materials	2	<ul style="list-style-type: none"> discontinue remove from catalogue 	Completed
Kit	Meat Hygiene Assessment	0	<ul style="list-style-type: none"> reprint 	Review completed - revised product nearing completion
Kit	RI <ul style="list-style-type: none"> standard e-learning 	<ul style="list-style-type: none"> 11 17 	<ul style="list-style-type: none"> continue 2 for 1 offer 	Completed
Kit	Supervisor Skills <ul style="list-style-type: none"> password – e-learning self-paced workshop 	<ul style="list-style-type: none"> 36 20 	<ul style="list-style-type: none"> continue package offer 	Completed
Video	All it takes is a little understanding	7	<ul style="list-style-type: none"> under review as part of R&D project to be converted to DVD 	Review completed - revised product nearing completion
Video	As easy as leading lambs	4	<ul style="list-style-type: none"> under review as part of R&D project to be converted to DVD 	Review completed - revised product nearing completion
Video	Good handling makes good sense	1	<ul style="list-style-type: none"> under review as part of R&D project to be converted to DVD 	Review completed - revised product nearing completion
Video	It's all up to you	6	<ul style="list-style-type: none"> under review as part of R&D 	Review completed - revised

Product type	Name	Current stock	Action required	Action taken
			<ul style="list-style-type: none"> project to be converted to DVD 	product nearing completion
Video	Microbiological & QA + booklet	32	<ul style="list-style-type: none"> under review as part of R&D project give-aways at MI&QA conference? to be converted to DVD 	Review completed - revised product nearing completion
Video	Assessing skills in the Meat Industry	64	<ul style="list-style-type: none"> review currency give away remainder at TM networks convert to DVD if necessary 	Review completed – to be discontinued
Video	Assessing Skills <ul style="list-style-type: none"> Domestic Export Trainee 	3 64 4	<ul style="list-style-type: none"> review currency give away remainder at TM networks convert to DVD if necessary 	Review completed – to be discontinued
Video	Career in Meat	8	<ul style="list-style-type: none"> review currency 	To be reviewed as part of 2008/9 R&D Careers project
Video	Odour minimization		<ul style="list-style-type: none"> has this been updated and converted to DVD? 	Converted to DVD - completed
Video	Meat Industry Skills development program	33	<ul style="list-style-type: none"> review currency either discontinue or convert to DVD 	Review completed – to be discontinued

6.7 Appendix 7

MINTRAC
Volume 5, Issue 1

December 2007





MINTRACker

2007 Meat Industry Trainer of the Year - Congratulations Andrew Moore

MINTRAC congratulates Andrew Moore, Director of Response Learning for being named the 2007 Meat Industry Trainer of the Year.

Andrew is a facilitator delivering Certificate IV, Diploma and Advanced Diploma of Meat Processing. Andrew's nomination was supported by Fletcher International and Teys Bros. Andrew has successfully tailored programs to suit a variety of contexts, and is regarded by his students as approachable and supportive and with extensive experience in leadership roles within the meat industry; he adds relevance to his programs with live examples and anecdotes. His delivery style is inclusive and encouraging, and he works closely with higher levels of management in meat processing plants to ensure that students are involved and fully supported by their companies.

See all the state winners in this edition of MINTRACKER.






First round of 2007/8 Network meetings concludes

It has been a busy few months for MINTRAC staff. The first round of 2007/8 network meetings is now complete. In addition, a wide range of professional development programs have been held, including:

- Training Managers – meetings in NSW (x2), WA, Qld, Vic and SA
- Meat Inspection and QA – meetings in NSW, WA, Qld, SA and Vic
- Environment Managers – meetings in NSW, Qld, WA, SA and Vic.
- 8 x Training Package Implementation workshops
- HACCP Refresher workshops in Vic and Qld
- Internal Auditor workshops in NSW, Qld and 2 x Vic
- QA for Supervisors workshops in NSW
- HACCP Principles and Applications workshops in NSW and 2 x Vic
- Animal Welfare workshops in Qld and SA.

These networks are an important means of bringing plant-based personnel, regulators, RTOs, peak bodies and researchers together.

Training Managers—Tamworth

The changing face of meat retailing – trainers respond

On the 15-16 November forty meat retailing trainers gathered at Canberra Institute of Technology for the second annual meat retailing conference. Over two days the delegates participated in a wide range of presentations and workshops, and enjoyed the hospitality of the CIT staff and students.

The conference program included:

- Giving your business an unfair advantage – a keynote address from Lachlan Bowtell
- Informative keynote presentations from Joshua Fearnley (Woolworths) and Paul Sandercock (AMIC)
- An inspiring round table discussion about the ‘2020 butcher’
- Staff and staffing – a crisis of attitude – presented by David Peddle
- Insights from Adrian Marks – 2006 Apprentice of the Year
- An assessment moderation workshop
- An overview of a CIT-industry partnership arrangement – Jeremy Wilson and Fiona Mitchell
- An experience in Chacuterie - Claude Fremy
- Apprentice training in the NT – Lyle Mellors
- A Training Package Implementation workshop



Here's how some of the delegates rated the highlights:

- 2020 and MLA presentation—Lachlan Bowtell
- Training apprentice butchers in NT
- The French connection
- For me the interactions with other trainers were invaluable. Enjoyed the workshops, a lot of useful information was discussed and exchanged
- Found the engaging industry in training (Goldenholm Pastures) fascinating. Enjoyed Lyle Mellors (NT) presentation, very informative.
- Training package implementation workshop was very beneficial as far as information
- The way it was organised by the CIT to have it easy for us to find everything and the warm welcome; The venue, the hospitality, networking
- Networking - nearly everybody!
- Range of topics discussed over and above Training Package Implementation
- Assessment moderation exercise and the training package review - very important/relevant and useful information
- Jeremy the farmer
- The Woolworths perspective
- The events crew did a great job with this event. Very well done
- Joshua Fearnley information about Woolworths goals, direction and expectation of RTO was insightful.



Staff profiles—MINTRAC’s new Project Officer/ Office Administrator

Being MINTRAC’s newest staff member, I would like to take this opportunity to introduce myself to the industry. My name is Kate Horne and I have just begun my role as Project Officer/Office Administrator.

I completed my Degree in Systems Agriculture with a major in Education in 2005 at Richmond Hawkesbury Agricultural College. Since then I have been working with MLA on the National Livestock Identification Scheme (NLIS) as a senior helpdesk officer.

After moving to the greener pastures of MINTRAC I am excited to take on my challenging and exciting new role. The projects I am currently responsible for are:

- MINTRAC Scholarship program
- Addressing workforce OH&S issues: Development of DVD on manual handling

- Embedding and disseminating research outcomes into media resources to support training and technical currency

I will be working along side the competent MINTRAC staff members to develop a greater understanding of the projects and the industry.

I am also working closely with Daniel on any office administration issues.

Please feel free to contact me at any time regarding any of these projects.

khome@mintrac.com.au



Thank you to the reviewers!

MINTRAC would like to extend a huge thank you to all the volunteers from RTOs, enterprises and specialist areas who reviewed the draft training and assessment materials over the last 18 months. Many of you put a great deal of effort into checking the materials, researching to provide additional information and writing detailed comments, and your efforts were greatly appreciated.

Purchasing the MTM07 Australian Meat Industry Training Package

Unfortunately, you are unable to purchase the MTM07 Australian Meat Industry Training Package through MINTRAC. It can be purchased through the Australian Training Products Ltd (ATP) www.atpl.net.au.



New products

Training and assessment support materials for all MTM07 Certificate IV in Meat Processing qualifications.
This disk contains materials for 39 of the 56 Units of Competency contained within Certificate IV in Meat Processing qualifications. Materials are presented as Word documents for easy customisation.

Price: \$440.00
AMPC price: \$220.00



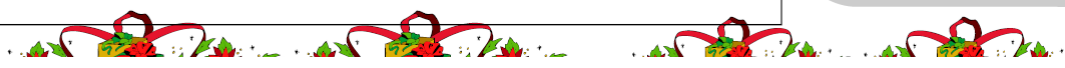
Training and assessment support materials for MTM07 Certificate III in Meat Processing from the Abattoirs sector.
This disk contains materials to support all 93 Units of Competency contained within Certificate III in Meat Processing qualifications from the Abattoirs sector. Materials are presented as Word documents for easy customisation.

Price: \$440.00
AMPC price: \$220.00

Training and assessment support materials for MTM07 Certificate II in Meat Processing (Abattoirs)
This disk contains materials to support 162 of the 166 Units of Competency contained within Certificate II in Meat Processing (Abattoirs). Materials are presented as Word documents for easy customisation.

Price: \$440.00
AMPC price: \$220.00

To order any of these products go to www.mintrac.com.au or call 1800 817 462



Upcoming Events

December

11 & 12 HACCP Principles and application workshop, Melbourne VIC

12 MSC meeting & MINTRAC Board meeting, Sydney NSW

13 AMPC Board meeting, Sydney NSW

24 - Jan 1 MINTRAC Annual Christmas Shutdown period

January

21 & 22 Meat micro workshop , Brisbane QLD



What do you get if you deep fry santa?

Crisp Crinkle



E-learning: just another delivery strategy

This article is for all those ‘e-learning-ophobes’, for whom the very thought of using e-learning as a training tool evokes feelings of terror.

One of the main barriers to using e-learning is that most people think that it means doing every single bit of a learning program using a computer. Even more, most people think that they have to learn a new technical language.

Nothing could be further from the truth!

Most trainers are already highly skilled at using delivery and assessment strategies which include:

- face-to-face classroom sessions
- intensive workshops
- on-the-job training and assessment
- distance education through the use of written materials.

E-learning can be just another dot-point in your list of training skills. By including some e-learning techniques as small parts of your overall training strategy you’ll become comfortable before you know it.



Here are some simple ideas to get you started ...

- use a commercially available CD-based learning resource in addition to the written materials you already use to deliver a unit
- use Photostory to develop a small training segment within one of your units (can’t remember how to do this? See the instructions on the MINTRAC website)
- develop an assessment task which can be completed on-line and then emailed to you
- set up an electronic discussion page (MINTRAC can assist) where you can post a discussion topic and your students can add their comments
- use text messaging to send messages to your students, or to ask them questions, etc
- use your phone to film a short learning sequence and then send it to your students
- use PowerPoint to develop a short learning sequence – add your own photos and voice over, and then load it onto your intra-net for students to access
- develop a series of instructional sequences using any of the suggestions above, burn them to CDs and then hand them out to your students.

Once you get started – take the next step!!

Study the TAA Diploma unit TAADEL501A *Facilitate e-learning*. By undertaking this unit, you can develop skills to:

- develop short exercises and instruction pieces that can be completed on-line
- support your students effectively
- use mixed-mode delivery and assessment strategies.

Learn how it feels to be an e-learning student yourself. For just \$380, you can undertake the unit on-line through Esset Australia. For further information contact Phill Bevan at Esset Australia by emailing pbevan@esset.com.au

MI and QA conference - confronting the issues

The annual MI&QA conference was held in Melbourne on 11 and 12 October 2007. A wide range of thought-provoking presentations were delivered by eighteen representatives from the industry to the 57 delegates.

Some of the topics covered were:

- AQIS a review of Approved Arrangements - the regulators experience to date; challenges for the regulator and industry to maintain market access
- The impact of container loading practices and off-power periods
- Current and future developments in Animal Welfare: considerations for the Australian Meat Industry
- The role of scientific evidence in QA and market access for the meat industry
- National Animal Welfare Strategy - what are the implications for the meat processing sector?
- Meat Inspection - an historic review and a look into the future
- Electronic capture of inspection data.

What did the delegates think? Here are some of your highlights:

- Meeting people with a similar role to mine; Learning technical information re meat industry; The warmth with which I was welcomed.
- Eddie's delivery and Clive's remarks throughout the conference. Overall a very good conference.
- Approved arrangements; iLeader; Paul Hemsworth.
- All of the subjects were interesting to varying degrees - the networking is one of the highlights
- The LEAN Revolution; National Animal Welfare Strategy
- The electronic capture of data and electronic meat safety in future.
- John Langbridge, AQIS - open and refreshing; Conference dinner - great networking experience.
- The dinner was great as always. I totally enjoyed the conference. AQIS, I believe are moving in the right direction.
- The presentation on EMTC and iLeader, as QA Manager, this is of interest to my company and me
- Results of the iLeader trial; Historical Review of Meat Inspection.
- A very good way to assist QA Managers and associated persons keep current. A good reminder/refresher of what is available in industry.



Meat Industry workers from language backgrounds other than English

Over the past three months, MINTRAC have surveyed 66 meat processing plants across Australia about the language backgrounds of workers whose first language is not English.

Across our industry we have discovered that:

- there are over 25 different languages spoken
- there are almost 1900 workers who come from language backgrounds other than English in more than 40 companies.

The five most common languages other than English that are spoken in the meat industry are:

- Portugese (366)
- Chinese (264)
- Vietnamese (221)
- Philipino (186)
- Malay (132)

We identified approximately 250 workers from Sudan currently working in the industry, however as Sudan is made up of a number of different languages, it is difficult to ascertain the number of workers from each language background.

Out of the 1900 workers, we found that 40% have very limited language skills; 39% have been identified by their trainers as having enough English to complete training, whilst only 11% are fluent in English. Almost 60% of these workers are able to interpret workplace signs, but this figure includes some workers whose companies translate signs into other languages to assist their workers. Only 19% of the workers can read and write English well enough to understand workplace documentation.

Approximately 42% are literate in their first language, though company representatives were unsure about 26% of trainees' first language literacy.

This information will assist us in translating our Certificate II core unit interactive CDs into five different languages.

Based on the information above, we are anticipating that the five languages selected for translation will be Portugese, Chinese, Vietnamese, Philipino and Malay, however, if we can get a consensus on the most popular language amongst the Sudanese workers, we may replace Malay or Philipino.

For further information, please contact Jodie Hummerston at MINTRAC on 02 9819 6699 or jhummerston@mintrac.com.au

MINTRAC scholarship program research outcomes

The MINTRAC Scholarship program has been running since 2001 encouraging research and attracting people to the meat industry as well as expanding the opportunities for workers already in the industry to progress their careers.

The *MINTRAC scholarship program research outcomes* is a folder compiled with informative research abstracts from our postgraduate students that could benefit any plant in the industry as well as case studies on our Undergraduate and Upskilling students who have completed their qualifications.

When you order the *MINTRAC scholarship program research outcomes* your name will be put into our database and you will receive continuous updates and any new reports from completing students.

To order your free copy of the *MINTRAC scholarship program research outcomes*, you can log onto the MINTRAC website www.mintrac.com.au or contact the office on 02 9819 6699.

For more information on the scholarship program please feel free to contact Kate Horne on 02 9819 6699 or khorne@mintrac.com.au



Professional development needs of trainers working with trainees from language backgrounds other than English

MINTRAC conducted a survey to find out what the professional development needs were for trainers working with trainees from language backgrounds other than English.

The majority of responses showed that trainers are in need of training to upgrade their training qualifications to the TAA40104 Certificate IV in Training and Assessment. Many companies also indicated they would appreciate some reading materials for working with trainees with limited English skills.

While there are a number of trainers currently working towards upgrading their qualifications, the majority of responses indicated that the only professional development trainers are involved in are MINTRAC network meetings and workshops.

The industry also indicated that they would prefer to undertake face to face activities such as workshops or conferences than self-paced or elearning options. Research in other industries also shows this to be the most popular method of learning for VET trainers, but also suggests that there is a need to improve computer skills and that E-learning is a better option for doing this.

Distance and time required travelling to and from short courses is also an obstacle for rural/regional trainers.

Based on the feedback from industry, and other factors such as costs, long-term delivery strategies etc, MINTRAC will be working towards a number of professional development strategies in 2008:

- the NESB bulletin, which comes out every two months looking issues in training workers from non-English speaking backgrounds
- a workshop in the 2008 MINTRAC conference on working with NESB trainees
- developing an E-learning unit *TAALLN401B Address language, literacy and numeracy issues within learning and assessment practice.*

If you are interested in receiving the NESB bulletin, please contact Jodie Hummerston at MINTRAC to be added to the mailing list. Further information regarding the other two strategies will be available in future MINTRACers.

Welcome to the world—Taj Nicholas Yeadon

The MINTRAC team are very excited to welcome Taj Nicholas Yeadon to the world.

He is the new pride and joy of mum Sharon Fitzgerald and Mark Yeadon. Taj arrived 3 weeks premature on 21 November at 4.45pm. He was born weighing a healthy 2.925 kg and 47.5cm. Both mum, dad and baby are happy and healthy with Sharon's only wish "more sleep".



Congratulations and we wish you all the best for the future.

New products

Meat Retail Assessment Materials.

Assessment materials for all units of competency from Certificate I to Certificate III in Meat Processing (Meat Retailing).

Price: \$220.00

TAA40104 Certificate IV in Training and Assessment Training kit

This resource kit has been designed to support training for the delivery of the TAA Certificate IV in Training and Assessment qualification. The objective of this kit was to develop suitable support materials and assessment tools to ensure that materials are relevant, meat industry specific and available to trainers. This kit includes training and assessment support materials, assessment tools and PowerPoint presentations for facilitators to use during training sessions.

Price: \$220.00

AMPC price: \$110.00

Manage Own Work Performance Kit

This unit covers the skills and knowledge required for personnel in leadership positions to assume responsibility for their own work and performance, and provide role models for others. This unit covers the competencies to set work goals and plans, manage and improve own work performance and provide an example to other members of the work team/area.

Price: \$220.00

AMPC price: \$110.00

To order any of these products go to www.mintrac.com.au or call 1800 817 462

Continuous improvement of the MTM07 Australian Meat Industry Training Package

In March of this year, the MTM07 Training Package was endorsed by DEST. Almost immediately the Training Package went into a continuous improvement process. The qualifications affected by the continuous improvement were:

- Certificate I in Meat Processing (Meat Retailing)
- Certificate II in Meat Processing (Meat Retailing)
- Certificate III in Meat Processing (Meat Retailing)

The reason for the review was that the Meat Retail sector, represented by AMIC State and National Retail Councils, Woolworths, Coles and the AMIEU believed that the existing qualifications no longer represented the needs of the entire industry. There was a need for greater flexibility in the selection of units and changes to current units to improve apprentices' product knowledge.

The development and restructuring of the qualifications is now complete and version 2 of MTM07 is currently being endorsed by DEST. We hope version 2 will be available for sale early 2008.

The units of competency are available for download on the MINTRAC website and a summary of the changes follows:

Certificate I Meat Processing (Meat Retailing)

One technical unit added – MTMR109A *Monitor meat temperature from receipt to sale*

Certificate II Meat Processing (Meat Retailing)

MTM07 (V1)	MTM07 (V2)
MTMR205B <i>Make sausages</i>	MTMR210A <i>Make and sell sausages</i>
MTMR206B <i>Produce value-added products</i>	MTMR211A <i>Produce and sell value-added products</i>
	MTMR212A <i>Receive meat products</i> (added to technical)

Certificate III Meat Processing (Meat Retailing)

MTM07 (V1)	MTM07 (V2)
MTMPSR301B <i>Cure and corn product</i>	MTMR317A <i>Cure, corn and sell product</i>
MTMR309B <i>Prepare, roll, sew and net meat</i>	Moved from compulsory to optional
MTMR310B <i>Bone and fillet poultry</i>	Moved from compulsory to optional
	MTMR318A <i>Assess and sell poultry product</i> (added to compulsory)
MTMSR301B <i>Break carcass into primal cuts</i>	Moved from compulsory to optional Replaced by MTMR319A <i>Prepare carcasses for retail sale</i>
	MTMR320A <i>Locate, identify and assess cuts</i> (added to compulsory)
	BSBCMN317A <i>Meet customer needs and expectations</i> (added to compulsory)

MINTRAC Trainer of the Year—State Winners

NSW and QLD - Andrew Moore

Andrew Moore is a Director of Response Learning, and facilitator delivering Certificate IV, Diploma and Advanced Diploma of Meat Processing. Andrew's nomination was supported by Fletcher International and Teys Bros. Andrew has successfully tailored programs to suit a variety of contexts, and is regarded by his students as approachable and supportive and with extensive experience in leadership roles within the meat industry; he adds relevance to his programs with live examples and anecdotes. His delivery style is inclusive and encouraging, and he works closely with higher levels of management in meat processing plants to ensure that students are involved and fully supported by their companies.



SA - Lance Maclean

Lance Maclean is a trainer for South West TAFE, and is based at Teys Bros in Naracoorte. He delivers training in Certificate II and III in Meat Processing. The Company was particularly impressed with his revamped induction program, as well as initiatives in the areas of animal welfare and Quality Assurance.

Lance began working in the meat industry in 1989. He is a Retail Butcher with several years experience in slaughtering. Lance commenced training in 1998 and has since trained in abattoirs, retail butchering and managed an employment/training company for 3 years. Lance has developed short courses and conducted training in animal welfare for abattoirs in South Australia and Victoria.



VIC - Michael McCartney

Michael McCartney is a meat processing trainer from South West TAFE, and is based at Frewstal Pty Ltd. As well as providing training at Certificate II and III levels, Michael works closely with company representatives to identify new and emerging issues and to develop suitable training responses, for example, water usage, bandsaw training and animal welfare. The company regards him as 'one of the best'.

Michael commenced work in the Meat Industry from a very young age working with his father after school and on weekends in the family business. After leaving school, he continued to work in the family business, (slaughter yards and retail butcher shop) where he started to learn all aspects of the Meat Industry, solo slaughtering of Ovine, Bovine and Porcine. After this he worked for a number of years at a meat processing plant in Hamilton where he was also the OHS representative. He then operated his own retail butcher shop business.



Highly commended

QLD - Peter Broxham

Peter Broxham is a trainer for Simmons and Bristow, and has been delivering training in Certificate II and III in Water Industry Operations to meat processing companies. His proactive approach enabled students to combine both courses to achieve a higher level and more meaningful qualification than originally planned. Students were complimentary about his inclusive and supportive delivery style, and his ability to encourage students to build on their own experiences.



Diploma of Meat Processing – Schedule for 2008

The following are the dates and locations for workshops in the Diploma of Meat Processing. This is the final year that funding will be available for the Diploma for AMPC levy payers. Please note, MINTRAC Associate members are not eligible for funding for the Diploma.

If you wish to attend a unit of competency that is not offered in your state, you may travel between states.

To enrol, contact the Training Provider listed next to your chosen unit.

Please remember that the unit *BSBFLM513A Manage budgets and financial plans within the work team* can be undertaken by elearning. You can start any time; there is no need to wait for a whole class. Contact Wendy Hall at Response Learning for more information.

MTMPSR5601B Design and manage the food safety system MTMPS5603B Develop, manage and maintain quality systems with core units MTMMP72C Facilitate hygiene and sanitation performance MTMCOR402B Facilitate Quality Assurance process	20-22 February 2008 12-14 March 2008	New South Wales Response Learning wendy@responseaust.com.au
PMLORG602B Manage complex projects MTMPSR5604B Manage new product/process development	3-4 April 2008 1-2 May 2008 29-30 May 2008	Queensland Southern Queensland Institute of TAFE Jeff.Bradbury@det.qld.gov.au
CHCORG11A Lead and develop others with core unit MTMCOR401B Manage own work performance	9-11 April 2008 7-9 May 2008	Western Australia Great Southern TAFE micham@albanv.training.wa.gov.au
Units to be decided – if you would like to see a particular unit run, contact Response Learning	18-20 June 2008 30 July – 1 August 2008	Victoria Response Learning wendy@responseaust.com.au
MTMPSR5601B Design and manage the food safety system MTMPSR5602B Manage meat processing systems for meat and meat product quality with core units: MTMMP72C Facilitate hygiene and sanitation performance MTMCOR402B Facilitate Quality Assurance process	17-18 July 2008 20-22 August 2008 4-5 September 2008	Queensland Southern Queensland Institute of TAFE Jeff.Bradbury@det.qld.gov.au
MTMPS5607B Manage and improve meat industry plant operations	10-12 September 2008 15-17 October 2008	Western Australia Great Southern TAFE micham@albanv.training.wa.gov.au
MTMPS5609B Manage, maintain and continuously improve occupational health and safety plans and systems with core unit: MTMMP70C Participate in OH&S risk control process	20-22 August 2008 17-19 September 2008	New South Wales Response Learning wendy@responseaust.com.au
Units to be decided – if you would like to see a particular unit run, contact Response Learning	22-24 October 2008 19-21 November 2008	Victoria Response Learning wendy@responseaust.com.au

2007 KPMG Young Leader—Congratulations Stephan Knoll

On the 16th of November, Stephan Knoll was awarded the KPMG Young Leader award at the 10th anniversary Premier's Food Awards in SA.

The award recognises an individual with vision, creativity and commitment to excellence within the food industry.

Stephan, at the age of just 24, manages six retail outlets and more than 70 employees as General Manager of Barossa Fine Foods. Mr Knoll said his aim was to open outlets nationally, beginning in Melbourne.

Stephan is the current Chair and a Committee member of Flavour SA, member of the Premier's Food Council and actively involved in the Australian Meat Industry Council

We are sure Stephan Knoll will be a recognised name in the industry for many years and we wish him all the best in his future endeavours.



2008 MINTRAC National Conference

'Training and the bottom line'

Registrations will be available in January 2008

Date: Thursday 27th and Friday 28th March 2008 in

Venue: Bayview Eden, Melbourne

National Meat Industry Leadership Program

The Leadership Program for 2007-9 was due to commence in November. MINTRAC has sent invitations out to companies and Diploma graduates twice, sent a questionnaire out to training managers to suggest new units and has received very few applications back. As such, it is not feasible to run this program this year. The program has been postponed until November 2008.

This will give potential applicants time to complete their Diploma of Meat Processing in time to apply for the Leadership Program.

If you or your staff are interested in applying for the Advanced Diploma in 2008, but still need to complete Diploma units, you have two options to speed up the process:

Enrol in the E-learning unit *BSBFLM513A Manage budgets and financial plans within the work team*. This is a self-paced program and you can start at any time.

Enrol in units in more than one state. AMPC members are entitled to fully funded training in six units of the Diploma of Meat Processing in any state. Companies will need to pay travel costs. Units and workshops have been scheduled so that there are no overlaps.

The Meat Industry Leadership Program consists of four units of competency from the Advanced Diploma of Meat Processing, a number of presentations by guest speakers – current leaders within the industry, and a leadership skills course.

Companies will be given the opportunity to suggest the Units of Competency in July 2008.

For more information on either the Diploma or the Leadership Program, contact Jodie Hummerston on 02 9819 6699.



Reducing the incidence of Ecchymosis in small stock

Melbourne 26 November 2006

This workshop was conducted by Dr Clyde Daly, and attended by representatives from meat processing plants in both NSW, QLD and Victoria. Clyde Daly is the Research Director of Carne Technologies Ltd (NZ), and works on developing technologies to improve pre-slaughter electrical stunning, both from a welfare and a meat quality standpoint. This work is carried out under contract from Meat and Wool NZ, MLA, NZ Food Safety Authority and directly with commercial companies.

The need for this workshop was identified through the Meat Inspection and Quality Assurance networks. Ecchymosis has been identified as a problem associated with lamb processing, and this workshop explored techniques to reduce blood splash damage and at the same time address animal welfare issues.

The workshop covered areas such as basic electrical principles, effects of electrical stunning on the body, and causes and predispositions leading to ecchymosis. It then addressed stunning and slaughter procedures which can be used to control ecchymosis and associated new developments in high-frequency stunning technologies.

The workshop was recorded and copies of the DVD are available from MINTRAC.

Helmut Pleiter is now seeking 5-10 volunteer companies to take part in a syndicated PIP program to further develop high frequency stunning for small stock. The cost will depend on the total number of participating companies – the more participants, the lower the cost.

For more information, contact Clive Richardson at MINTRAC 02 9819 6699, or Helmut Pleiter at mla_hpleiter@mla.com.au

MINTRAC needs your help!

Your organisation can assist in the development of current, comprehensive Training and Assessment materials by taking out a sponsorship package

But how much?

The minimum package size is \$6,000. This enables your organisation to sponsor the development of materials for two Units of Competency.



Two unit sponsorship package = \$6,000
 Three unit sponsorship package = \$9,000
 Four unit sponsorship package = \$12,000
 Five unit sponsorship package = \$15,000

The benefits?

1. Your organisation will be recognised on the first inside page of the materials:
 - name and logo
 - thank you statement from MINTRAC
 - half-page advertisement for your organisation - designed by you!
2. Your staff will be the validators for the materials you have sponsored
3. You will receive a free disk of the final materials



For more information please contact MINTRAC on 02 9819 6699

*From everyone at MINTRAC,
 we wish you all a very Merry
 Christmas and a Happy New
 Year!*



6.8 Appendix 8

MINTRAC
Volume 5, Issue 2
March 2008

MINTRACker



PROCESSING



SMALLGOODS



RETAIL

Version 2 of the MTM07 Australian Meat Industry Training Package now endorsed

Version 2 of the Australian Meat Industry Training Package was endorsed in December 2007. Changes have occurred as follows:

Certificates I, II and III in Meat Processing (Meat Retailing)

There have been changes made to all three qualifications in Meat Retailing. These changes have affected Volumes I, VI and VII of MTM07.

Certificates I (Smallgoods) and II (Abattoirs)

The First Aid unit has been changed (see separate item in this newsletter).

Availability of MTM07 Version 2

Version 2 of MTM07 has now been loaded onto the NTIS. Each Volume is in PDF form.

Version 2 is also available from ATP:

- Hardcopy \$595.10
- Disk \$189.09

Individual volumes are not sold separately.

Website: <http://www.atpl.net.au>

MINTRAC does not sell the Training Package.

LAST CHANCE TO REGISTER!

MINTRAC NATIONAL CONFERENCE

"Training and the bottom line"

Bayview Eden, Melbourne

Thursday and Friday 27 and 28 March 2008

Reminder!

Reminder!

PLUS REGISTER NOW FOR...

PRE CONFERENCE KNIFE SHARPENING WORKSHOP

Bayview Eden, Melbourne

Wednesday 26 March 2008



International Presenters

Displays

And much more!



Upcoming Events

March

25 –26 Meat Micro workshop, Brisbane, QLD

25 Meat Standing Committee Meeting, Melbourne VIC

26 Knife Sharpening Workshop, Melbourne VIC

26 MINTRAC Board Meeting, Melbourne VIC

27- 28 MINTRAC National Conference, Melbourne VIC

31 QA Managers Network Meeting, Tamworth NSW

April

1 TM Managers Network Meeting, Tamworth NSW

3 –4 HACCP Principles & Application, Melbourne VIC

14 –15 HACCP Principles & Application, Toowoomba QLD

16 MINTRAC Water Conference, Tamworth NSW

17 –18 QA for Supervisors, Bendigo VIC

23 MINTRAC Water Conference, Brisbane QLD

28 MINTRAC Water Conference, Melbourne VIC

May

5 MINTRAC Water Conference, Adelaide SA

6 TM Managers Network Meeting, Adelaide SA

8 MINTRAC Water Conference, Bunbury WA

15 TM Managers Network Meeting, Brisbane QLD

16 QA and EM Managers Network Meeting, Brisbane QLD

MINTRAC Manual Handling Kit

Manual handling is a significant hazard in the meat processing industry. It is the biggest factor attributed to injuries and accounts for around 55% of muscular-skeletal disorders in the industry.

MINTRAC in consultation with RIMS is developing a Manual Handling resource CD devoted entirely to identifying and preventing the hazards associated with manual handling. The CD will include accompanying voiceovers to reduce the need for reading, to address literacy and language equity issues. Written training materials will include a student workbook and assessment tools to ensure transfer of learning.

The CD will focus on demonstrating industry-specific manual handling,

encouraging safe practices when dealing with livestock, cold environments, demanding work loads and slippery surfaces.

The CD and training materials need to be piloted in three processing sites, with pre-training injury data being collected and post training injury rates measured 20 weeks after the training.

If you would like to be involved in the piloting process or would like any further information, please feel free to contact Kate Home at khome@mintrac.com.au.



People in the Industry — Chris Fitzgerald

Chris Fitzgerald is the Director/Principle Consultant/Ergonomist with Risk & Injury Management Services (RIMS). Since commencing the business in 1993, Chris has undertaken numerous national Ergonomics and OHS projects across a range of diverse industries that include red meat processing, television, emergency services (fire and ambulance) and office environments.

Chris has been providing ergonomics consulting services in the red meat industry for over 10 years and is very familiar with the industry and the issues facing the industry with regard to work design and manual handling injury risks.

Chris has project managed numerous “whole of industry” OHS/Ergonomics projects. He has also developed and delivered training projects, a number of these being at a national level, requiring delivery across all or most states within Australia.

The more recent training focus has been on the development of computer or screen-based training. RIMS has developed a manual handling training CD for the fire fighting industry.

Chris has used his broad experience in the meat processing industry, ergonomics and the development and delivery of training to be the primary consultant involved in the MINTRAC Manual Handling Project.

If you would like to utilise the knowledge and experience of Chris Fitzgerald, please feel free to contact him at chris.fitzgerald@rimservice.com.au.



MINTRAC Scholarship Student— Craig Spradbrow

Craig Spradbrow recently completed double degree with a Bachelor of Business and Economics at the University of Newcastle.

Craig has been a MINTRAC Undergraduate Scholarship holder since 2004 and has used the benefits of the scholarship program to successfully complete his studies, earning excellent marks.

Craig stated that “the Scholarship I received allowed me to be financially independent from my parents. This combined with regular work throughout the year with my sponsor company, Fletcher International Exports, took the financial stresses out of university which many of my peers endured. The scholarship program also allowed me to gain invaluable industry experience which is highly sought after by employers”.

“My studies have given me the required theory to operate in the often high pressure and strategically important areas of Management, Human Resources and

Economics. Without the underlying theory gained through my studies it would be difficult to effectively practice in my chosen areas of work. My studies also gave me a greater idea of my desired career path.”

“Finally, thank you to MINTRAC, AMPC and Fletcher International Exports for providing me with the opportunity to participate in the scholarship program”.

If you would like any further information on the MINTRAC Scholarship Program, please contact Kate Horne at khorne@mintrac.com.au.



The Minister's Awards for Excellence

Applications are now open for The Minister's Awards for Excellence for Employers of Australian Apprentices. Eligible employers are those who have employed an Australian Apprentice (apprentice or trainee) between 1 January 2007 and 31 January 2008.

The Minister's Awards for Excellence for Employers of Australian Apprentices recognizes those employers who demonstrate commitment, innovation and outstanding achievement in the training of

Australian Apprentices.

Whether you employ one or 1000 apprentices and/or trainees, you are all invited to apply for these prestigious awards.

Applications close at 5 pm Friday 18 April 2008.

For more information visit the Australian Apprenticeships website at www.australianapprenticeships.gov.au

New products

Manage own work performance training kit

This kit contains e-learning materials for the unit MTMCOR401B Manage own work performance. Both CD and USB versions of the Training and Assessment support materials are provided in this kit. The materials are divided into four sections:

- Getting Started
- Learner
- Facilitator
- Assessment.

Price: \$220.00
Meat processing levy payer/
MINTRAC Associate price:
\$110.00

Certificate IV in Training and Assessment training kit

This resource kit has been designed to support training for the delivery of the TAA Certificate IV in Training and Assessment qualification. The objective of this kit was to develop suitable support materials and assessment tools to ensure that materials are relevant, meat industry specific and available to trainers.

Price: \$220.00
Meat processing levy payer/
MINTRAC Associate price:
\$110.00

Overview of the Meat Industry—updated version

This interactive CD introduces the trainee to the meat industry and covers much of the underpinning knowledge required to complete the unit MTMMP6C Overview the meat industry.

Price: \$220.00
Meat processing levy payer/
MINTRAC Associate price:
\$110.00

Executive Leadership training options for the meat industry

Over the past few months, MINTRAC has been researching options for appropriate Executive Leadership training for the meat industry, beyond the *Advanced Diploma in Meat Processing* qualification.

This research project has involved the examination of Executive Leadership training models both in Australia and overseas, including New Zealand, USA, and Denmark. In addition, a questionnaire was circulated to meat processing plant managers, *Advanced Diploma in Meat Processing* graduates, peak bodies and key RTOs.

Key findings of the research have included:

- a strong preference for a program with a core of business skills, but also access to technical units in the areas of meat science, environment etc.
- a strong preference for a Vocational Graduate Certificate and Diploma program
- a preference for a delivery mode that is predominantly face-to-face workshops
- the use of plant-based project work.

The final report, due for release at the beginning of March 2008, makes recommendations for Stage 2 of this project, including the development and accreditation of a new program.

The report recommends:

- that a Vocational Graduate Certificate and Diploma program in Agribusiness be developed and accredited
- that the program contain a core program of business and leadership development
- that the program contain a range of optional units, including meat technical units
- that the program be accredited with the Vocational Education and Training Sector
- that the development of the program be guided by a National Steering Committee.

Copies of the Research report are available on request from MINTRAC.

Subject to funding, Stage 2 of the project will commence in July 2008.

For more information, contact Jenny Kroonstuiver: jkroonstuiver@mintrac.com.au

Best E-Learning and Training Awards

Have you created or implemented a learning innovation that has helped reduce environmental impact from your organisation's training activities and/or your clients?

The Green Training Awards are being presented by LearnX.

Awards range from Best Blended Learning Solution to Best Safety Training Program.

To enter or nominate your favourite training provided please download an award brochure from the website at <http://learnx.net/learnx/index.html>

Don't miss the Awards Presentation on National Training Day 2008, Friday 13 June at 12.30pm in the expo hall.

Attendance is free but you must register online to receive your EXPO PASS.



Canadian visit to Australia



MINTRAC recently hosted a one week visit by two delegates from the Canadian Meat Industry. They are working on changes to meat inspection arrangements in the Province of Alberta. Dr Jim Christian, working for Alberta Agriculture, was investigating the Australian arrangements for company employed meat inspectors. Stephanie Sylvestre from Olds College was here to investigate the variety of ways meat inspectors are trained in Australia.

As part of their work here they visited two domestic abattoirs, the first Wollondilly Abattoirs Pty Ltd at Picton and the second at Gundagai. They also visited AQIS and the NSW Food Authority to discuss the regulatory arrangements company based meat inspection. The visit by the Canadians allowed MINTRAC to discuss training strategies and materials with the Albertans. It also facilitated an exchange of

materials that will enable us to improve our Australian resources.

The Canadians also visited OTEN TAFE NSW and set up the basis for an ongoing dialogue between the two training institutes.

The Canadians were impressed by the standard of the product processed and grateful for the openness and candour of those they met here. Dr Jim Christian expressed admiration for the level of ownership and pride that companies took in their process and product.

For MINTRAC it was a great opportunity to enhance the mutually beneficial relationship we have with the meat industry trainers in Alberta.

Counter attack – a Red Meat Networking event

Jodie Hummerston writes about her recent experience with the Red Meat Networking Club.

Last month I had the pleasure of attending a Counter Attack workshop at Granville TAFE with MLA, MSA and a number of local butchers. The workshop taught us all about MSA, how the grading system works, how it came about and how to use MSA graded beef in store. Whilst I was slightly intimidated by the charts and tables at the beginning of the workshop, it soon became evident just how easy it was to use, and how profitable the system could be for a small business.

Kevin Green, from Albion Park Village Meats demonstrated a number of value-added beef product recipes, made from various MSA-graded cuts which he sells in his own store. After tasting the products at lunch, I am certain no one walked away without at least one new idea for their business. The meats were delicious!

This was a great day out. Not only did we all learn something, we all went back to work with a number of new contacts. Plus every butcher who attended the workshop earned their MSA licence.

Two weeks later I returned to Granville TAFE to participate in the same workshop put on for 3rd year apprentices. It was good to see the apprentices learning about MSA early in their careers. For a few of them, it was an excellent opportunity to learn something their employers didn't know that they could take back to their workplace.

Thank you to Doug Piper and Stephen Pocock from MLA, Greg Butler from MSA and Kevin Green from Albion Park Village Meats for two great days.



Environment Managers Network

The industry's Environment Managers' Network has a busy schedule for the coming six months. The network will be hosting five water reuse conferences in each of the main land states. These day long meetings will focus on how water can be re-used in processing plants. The day will feature speakers from AQIS and State Meat Authorities on the regulatory requirements for implementing water re-use programs while MLA will be presenting details of its research into the subject.

These meetings will also present a unique opportunity for industry to share its experience and ideas for water re-use. The dates for the water re-use conferences are as follows:

State	Location	Date
NSW	Wagga Wagga	Wednesday 16 April 2008
QLD	Brisbane	Wednesday 23 April 2008
VIC	Melbourne	Monday 28 April 2008
SA	Adelaide	Monday 5 May 2008
WA	Bunbury	Thursday 8 May 2008

In addition, the Environment Managers' Network have run professional development workshops on interpreting water test results. These one day courses were delivered by Simmonds & Bristow Pty Ltd, one of Australia's leading training organisations in this field. The course looked at:

- guidelines and standards
- non compliance
- results interpretation
- long term trending
- corrective actions
- short report interpretation.

Our six monthly Environment Managers' Network Meetings this year will be run on the same day as the QA Managers Network Meetings except in NSW. Environment Managers meetings start at 8.30am and finish at 12pm unless otherwise indicated. This will be followed directly by the QA Manager Network meeting

from 12.30pm – 4pm. The dates for the network meetings are as follows:

State	Location	Date
VIC	Melbourne	Friday 11 April 2008
QLD	Brisbane	Friday 16 May 2008
WA	Perth	Friday 23 May 2008
SA	Adelaide	Friday 13 June 2008
NSW	Young	Wednesday 4 June 2008

The draft agenda for these meetings include:

1. draft AQIS Notice on water re-use and the state water re-use meetings
2. carbon trading: what is new and what is available to the meat processing sector
3. training for industry environment personnel:
 - what is currently available
 - courses for second half of 2008
4. water and energy audits:
 - benefits
 - how to go about it
 - industry support
5. what's new in environmental research
6. what is new in the regulatory environment

You can register for any of these meetings by logging onto the MINTRAC website www.mintrac.com.au and following the links to 'upcoming events'.

If you have agenda items for these meetings please email crichardson@mintrac.com.au.



Reframing the future – funding for professional development for trainers

Reframing the future funding is available for professional development of VET practitioners which aims to achieve one of the following goals:

- to develop staff capabilities to continuously improve the quality of competency based training and assessment
- to be innovative in responding to the needs of students, and the emerging skill needs and workforce development requirements of industry and communities
- to increase the productivity of the VET workforce and contribute to the productivity of the Australian workforce.

Depending on the nature of the project, funding of up to \$23,000 is available, however all funding must be matched by the RTO or enterprise.

All projects must aim to meet a particular goal, fit within a particular priority area and use a particular methodology, prescribed by Reframing the Future. The goals and priority areas are quite broad, and there are a number of methodologies to choose from.

Application forms and guidelines are available from the [Reframing the future website](#). Applications close on 14 March 2008.

For information on other funding for trainers and trainees, check out this month's NESB bulletin. Contact Jodie Hummerston jhummerston@mintrac.com.au for a copy or find it on the MINTRAC website.



First Aid unit changed in MTM07 Australian Meat Industry Training Package



As a result of the national streamlining of First Aid Units of Competency, the First Aid unit listed in version 1 of MTM07 was changed when Version 2 was produced.

PRSSO206A *Provide First Aid* has now been replaced by HLFTA301B *Apply First Aid*.

MINTRAC understands that this change is effective immediately in all states, but urges you to contact your State Training Authority for confirmation.

Although reference has been made to the replacement unit in Volume VII of MTM07 V2, the full unit has not been reproduced. You will need to go to HLT07 Health Training Package Volume 6. You need to download the whole volume on the NTIS to access this unit. MINTRAC does have individual pdf copies of this unit available on request.

Diploma of Meat Processing

It is very likely that this will be the final year places in the Diploma of Meat Processing will be fully funded. Therefore if you were considering enrolling your staff in any of the Diploma units, but haven't quite gotten around to it, time is running out.

The Leadership Program will also be run for the second time later this year, so if you are interested in taking part in this, you will need to complete your Diploma of Meat Processing first.

There are several options for enrolling in the Diploma.

- Enrol in single units, if only certain units suit you. For this you will receive a statement of attainment as evidence that you have completed the unit.
- Earn the entire Diploma of Meat Processing by completing the requirements of six units of competency at Diploma level, and the four Certificate IV core units.
- Earn the entire Diploma by completing five Diploma of Meat Processing units and the cores, plus one Diploma unit from another training package.
- Have your skills recognised by earning Recognised Prior Learning (RPL) for units. This is funded if you enrol in the units being delivered this year.

- Undertake the Finance unit by E-learning. No workshops, no travel, work at your own pace and in your own time. Wendy Hall from Response Learning will facilitate your learning and help you work through the program. Funded until the end of the year.

For very motivated people it is possible to complete the Diploma in one year, but bear in mind you will require stamina, time off from your usual work and travel to other states.

Finally, remember that the Finance unit is offered via E-learning. There are no workshops to attend, you can start at any time, no need to wait for other students to enrol and you can work at your own pace. Wendy Hall, from Response Learning will be your facilitator and offer motivation and assistance when necessary. This unit is also funded by MINTRAC until the end of the year.

So you have several options joining the other 300+ Meat Processing employees who have earned all or part of a Diploma of Meat Processing. There is no reason to delay. Check which units are being offered and where and contact the RTO to enrol. Details are on the MINTRAC website, on the Diploma pages.

Funding guidelines for industry integration of e-learning

Industry Integration of E-learning will fund three industry sectors to develop long-term plans for the inclusion of e-learning in overall industry-led workforce development.

Funding will also be provided for approximately six selected business clusters with industry-wide influence to implement innovative e-learning solutions in 2008. The clusters must demonstrate that the proposal is part of each businesses long term plans for e-learning. A cluster of business's is defined as at least two businesses that have no financial, parent company, franchise or corporate support link in any way.

In all cases an active partnership with a registered training organisation is required.

You can download the Industry Integration of E-learning 2008 funding guidelines through the Australian Flexible Learning Framework at:

<http://industry.flexiblelearning.net.au>

Australian Flexible Learning Framework

supporting e-learning opportunities

MINTRAC Scholarship Student Mark Sansom Receives Travel Fellowship

Mark Sansom, of Victoria, and Master of Agribusiness student at the University of Melbourne last year received the highly coveted International Stockmen's Educational Foundation Travel Fellowship to the 2008 International Livestock Congress in Denver, Colorado, which was held on 15 January.

The travel fellowship was awarded to 12 students, representing 11 universities from three countries, including Australia, Brazil and the United States.

The setting provided the students with the opportunity to interact with world industry leaders and contribute to the solutions that will shape the advancement of the livestock industry into the next millennium.

The 2008 International Livestock Congress – USA (ILC-USA), was funded in part by the National Cattlemen's Foundation. The congress brought producers, retailers, packers and others in the industry supply chain a new

focus from a long-respected international forum.

Following their experiences, the student were required to write a professional paper of not more than 12 pages to be submitted to the International Stockmen's Educational Foundation board and to their respective schools department heads. Papers are also published in the event proceedings and on the International Livestock Congress web site at www.theisef.com.



Handbook of Australian Meat—Correction to Sheepmeat

AUS-MEAT has advised of incorrect coding on two sheepmeat carcass items in the *Handbook of Australian Meat 7th Edition*. The codes relate to Sheepmeat section pages 83—index / 84 specifications. Mutton and Hogget Carcass codes should be shown in reverse.


Mutton: the correct carcass code should be 4620 (Handbook shows 4600).

Hogget: the correct carcass code should be 4600 (Handbook shows 4620).

The following picture shows how the new sticker has been applied in the handbook to alert the user.

Any queries contact Peter Evans at AUS-MEAT on (07) 3361 9200.

BONE-IN SHEEPMEAT



ITEM NO.
Lamb 4500 Hogget 4620
Mutton 4600 Ram 4621


CARCASS 4500

Includes all parts of the body skeletal musculature and bone, extending to and including the hock joint (tarsus) and knee joint (carpus), all cervical vertebrae and up to five coccygeal vertebrae.

Carcass trim must comply with all government hygiene regulations that passes a carcass fit for human consumption and with the Australian meat industry agreed minimum trim requirements. For further details of the minimum trim standard definition for Sheepmeat carcass see page 110 or visit AUS-MEAT web site.

Point requiring specification

- Variations to minimum trim standard definition (buyer/seller agreed variation).



MINTRAC thanks our supporters

MINTRAC projects and programs rely substantially on generosity and time from many companies. In particular, over the last few months we have conducted courses, visits and filming all over Australia. We would like to express our sincere thanks to:

- Australian Country Choice Production Pty Ltd—filming
- Fletcher International Exports—filming, video review
- Peel Valley Exporters Pty Ltd—hosting training
- Gundagai Meat Processors—filming, hosting Canadian visit
- Cargill Beef Australia—research participation
- Oakey Abattoir Pty Ltd—research participation and hosting training
- CRF (Colac Otway) Pty Ltd—research participation and hosting training
- Wollondilly Abattoirs Pty Ltd—hosting Canadian visit
- AQIS—hosting Canadian visit
- NSW Food Authority—hosting Canadian visit
- Open Training & Education Network—hosting Canadian visit
- Norvic Food Processing Pty Ltd—filming
- Teys Bros (Holdings) Pty Ltd—reviewing translations of materials
- G & K O'Connor Pty Ltd—reviewing translations of materials
- Midfield Meat International Pty Ltd—reviewing translations of materials
- WAMMCO—reviewing translations of materials
- Canberra Institute of Technology—hosting the Meat Retail Conference

