



# final report

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## Animal welfare officer skill set

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## 1 Milestone requirements

Report on:

- summary of skills required to implement, manage and maintain the Animal Welfare Standard; description of process and consultation used to determine these Skills Sets
- description of requirements and process for the development and accreditation of Skills Sets; Skills Set accredited
- implementation strategy identified
- mapping against Bristol University course completed
- identification of opportunities for cross-recognition between Australia and overseas courses
- review of role and value of Skills Sets to the Australian Meat Industry.

## 2 Background

In Europe major customers such as supermarket chains in Europe often require that plants have a trained Animal Welfare Officer on plant at all times. In the UK this training usually consists of attendance at the Bristol University's Animal Welfare Officers course. However while this course has not been mandated by either customers or regulators it is regarded as the baseline or yardstick. UK customers are starting to ask for demonstrated equivalence to the animal welfare training delivered in the UK.

In addition the new Animal Welfare Standard in Australia has explicit training requirements for workers. Managing the implementation of the Standard and the ongoing management of animal welfare in processing plants will also require supervisors in the relevant areas to be competent.

## 3 Project outline

This project involved the following steps:

- negotiating with industry to appoint a steering group
- identify the role of the Animal Welfare Officer in the Australian context
- identify the nature of the animal welfare training in the EU and USA
- map this overseas training against existing Units in the Australian National Training Package
- document a Skills set that maps against the overseas training and meets the requirements of an AWO in the Australian context
- consult with industry re the Skills Set
- seek national accreditation of an Animal Welfare Officer Skills set
- investigate the need for an appropriate 'branding' for the skill sets, e.g. 'MLA AW Officer'
- approached the State Training Authorities to fund the training associated with the AWO Skills Sets.

## 4 Report on the milestone components:

### **Milestone requirement:**

### **Summary of skills required to implement, manage and maintain the Animal Welfare Standard**

The role of the Animal Welfare Officer in implementing, managing and maintaining the Animal Welfare Standard was defined as by the Industry Steering Group as one that would require the individual to:

- understand and articulate the regulatory and technical issues associated with animal welfare in a processing plant
- represent the company in developing and communicating the approach taken to address animal welfare issues on plant
- develop and implement company policies, procedures, training regimes, KPIs and quality assurance documentation as they relate to processes impacting on animal welfare
- review and collate results from internal and external monitoring programs for animal welfare standards
- review the results of internal and external audits to assess the performance of the company in the area of animal welfare
- oversee the implementation of corrective actions and preventative measures
- monitor the effectiveness of corrective actions and preventative measures
- manage the delivery of training to staff on the principles and practices required to maintain animal welfare standards

In consultation with the Industry Steering Group and the members of the National Meat Industry's QA and Training Managers Networks the project identified the following Units as those that most fully provided the skills and knowledge necessary to undertake the role of the Animal Welfare Officer as described above.

MTM2006A Apply animal welfare and handling requirements

MTMMP84C Oversee humane handling of animals

For the details of these Units see Attachment 9

## **5 Description of process and consultation used to determine these Skills Sets**

### **5.1 Industry peak body consultation**

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MINTRAC undertook the development as an industry funded R&D project. For this reason it was necessary to gain the support of the industry peak bodies for the concept of an Animal Welfare Officer qualification. The following section explains the approval process and the peak bodies consulted.

#### **MINTRAC Board**

MINTRAC is an industry owned and governed body that represents industry on training matters. The proposal to develop an Animal Welfare Officer Skills Set was approved in principle by the MINTRAC Board which consists of representatives of industry peak bodies, the meat workers union and employers.

#### **Meat Standing Committee**

The Meat Standing Committee is a sub-committee of the Agri-Food Industry Skills Council. The proposal to develop an Animal Welfare Officer Skills Set was discussed by the Committee, which meets quarterly, and comprises representatives from union, peak industry bodies and the meat processing, meat retailing, smallgoods and food services sectors of the industry.

#### **Australian Meat Processor Corporation**

Funding for this project was in part provided by the AMPC which is the body that allocates the processing levy revenue for industry based projects. The AMPC Board consists of employer and industry body representatives and reviews this type of project on a case by case basis.

#### **Meat and Livestock Australia**

This body is the R&D body for the meat industry and provided matching funds to the AMPC funding. MLA evaluates each project on the basis of its ability to improve the competitiveness of the industry and contribute to market access.

#### **Project approval**

The project to develop an Animal Welfare Officer Skills Set was approved and in some cases funded by these peak bodies. The project involves the following steps

- formation of an industry steering group to oversee and approve the AWO Skills Set
- identifying animal welfare training currently being delivered overseas
- mapping overseas training in terms of courses and Units currently being delivered in Australia
- liaising with industry as to what should be included in an Animal Welfare Officers skill set in Australia
- negotiating with DEST and the State Training Authorities to accredit the skills sets required
- conduct a pilot RPL exercise to accredit individuals with an Animal Welfare Officers Certificate of attainment
- roll out the new skills set for AW Officer through the QA and Training Managers networks

- assessing if 'branding' for the skill set, e.g. 'MLA AW Officer' will improve the rate of uptake.

### **Industry Steering Group**

The industry steering group was established in November of 2007 to oversee this project and its membership consisted of the following industry representatives.

Christian Mulders	AMIC (Employer Peak Council)
Michelle Edge	Symbio Alliance
Tom Maguire	Teys Bros
Andrew Little	AUSMEAT
Carol Sheridan	AQIS
Natasha Wing	Cargills
John Paterson	Burrangong Meat Processors
Sally Standen	DAFF
Leisha Hewitt	Murdoch University
Pat Gleeson	Nippon Meats
Mick Johnston	JBS Swift
Luke Eldridge	Burrangong Meat Processors

This mix of representatives represents a good cross section of the industry in terms of peak bodies, employers, regulators and researchers. The Steering Group was supplied with a range of briefing papers including Attachment 1.

The first meeting of the Steering Group in March 2008 (See Attachments 2 and 3 for the Agenda and Minutes) assessed the following:

- the rationale behind an AWO Skills Set
- the role of the AWO in the Australian context
- the nature of AWO training overseas
- the best likely match of Units from the Meat Industry National Training Package
- the consultation process with industry
- the training materials development.

The Steering Group directed MINTRAC to proceed with the

- Mapping exercise against the task description and the international training.
- Consultation with the rest of the industry
- Development of a draft Skills Set to be considered by the Steering Group.

The Steering Group has met a second time in May 2008 (See Attachments 3 and 4 for the Agenda and Minutes) and endorsed the draft skills set and industry wide consultation. They also established a training support and assessment materials review procedure.

#### Industry consultation

The reviewing of animal welfare in a plant falls to the quality assurance department in slaughtering establishments. The Animal Welfare Standard is incorporated into the company's quality manuals and the animal welfare officer in all likelihood would be a QA staff member. The relevant regulator in export works would be AQIS and they would oversee the standard of animal welfare through inspection and audit.

For this reason the Meat Industry QA Managers' Network was an ideal vehicle for the first round of consultation with both the industry practitioners and regulators. The Networks meet once every 6 months with attendees being

- industry QA managers
- senior AQIS officers
- Australian Meat Industry Council Technical Managers
- Researchers from MLA and CSIRO

The agendas for the meetings cover food safety and regulatory issues, technical research and issues pertinent to the industry such as market access and importing country requirements.

The AWO Skills Set was an agenda item at each of the State meetings (See Attachment 6 for sample Agenda) and network members were supplied with Attachment 1 as a briefing paper.

The results from this round of consultation have been universally supportive. There real pressure on the industry from customers , regulators and activists to justify their animal welfare credentials. The training and formal certification of AWOs will enhance both the skills base of the industry and its reputation.

The MINTRAC Meat Industry Training Managers Network also discussed this issue and again the minutes show support for the Skills Set. Additional RTOs are keen to start delivering this qualification because there is significant from their clients.

The final phase of the consultation process has been to send out the draft Skills Set (see Attachment 7) to all the members of the QA and training managers' network (in excess of 300 regular participants) through out the industry and across Australia. The consultation phase has now been finalised with all comments supporting the proposal to have an AWO Skills Set.

## **5.2 Consultation with State Training Authorities and State food industry ITABS**

On 3 April 2008, an email (see Attachment 8) advising of the proposed change and providing a copy of the background paper was sent to all nominated State Training Authority representatives

and State Food ITABs. The email invited comment and offered further information if required. Responses were received from:

- **Marianne St Clair (PITAC)** advising that she would have a closer look at get back if there were any concerns
- **Cathie Manning, Skills Victoria**, advising of similar curriculum in Victoria which could be accessed if required.

### **Milestone requirement**

#### **Description of requirements and process for the development and accreditation of Skills Sets; Skills Set accredited**

Skill sets for the meat industry are identified and developed as part of the continuous improvement process for the meat industry's nationally endorsed training package. This process is done under the auspices of Agri-Food Industry Skills Council in consultation with industry and regulatory and/or licensing authorities. The Industry Reference Group you are part of forms part of the necessary industry consultation.

The units of competency that form a skill set can be drawn from one or more training packages. Skill sets need to be identified within the training packages and need to have industry support before they can be nationally endorsed by the National Quality Council and listed separately in training packages.

At the time of the preparation of this report the submission is with the Department of Employment, Education and Work Place Relations awaiting accreditation.

### **Milestone requirement**

#### **Implementation strategy identified**

The implementation or roll out strategy will involve the following steps.

- A special edition of the MINTRACker , the industry's training newsletter devoted solely to the role out of the Animal Welfare Officers Skills Set to industry (See Attachment 10).
- Specific funding requests to each State Training Authority highlighting the strategic importance of this training and seeking specific and dedicated funding to fund the recurrent delivery of the training by regional RTOs. This has been raised with 4 out of the 6 State Training Authorities at the time of the writing of this report.
- Briefing of industry personnel at all QA and Training Managers network meetings.
- Train the trainer programs in each State managed and funded by the Training Managers Network including procedures for RPL and gap training to allow individuals with the two Units already to benefit from the most recent training and assessment materials.

### **Milestone requirement**

#### **Mapping against Bristol University course completed**



This mapping has been completed not only for the Bristol University but also against the training delivered in the USA. This work was undertaken by Dr Leisha Hewitt, currently from Murdoch University but until quite recently an animal welfare lecturer at Bristol University. The mapping forms Attachment 11.

### **Milestone requirement**

#### **Identification of opportunities for cross-recognition between Australia and overseas courses**

There appears to be little opportunity for cross-recognition of overseas training since none of the identified overseas courses had a comprehensive assessment process and none were government accredited.

### **Milestone requirement**

#### **Review of role and value of Skills Sets to the Australian Meat Industry.**

Increasingly, individuals are finding that it is a job requirement to possess specific sets of skills to meet industry standards or regulatory and legislative requirements. The national training system now has processes in place to identify specific skill sets within training packages and allow for formal recognition of those skills. Skill sets appear in all industries and across all levels of work. They provide a clearly defined statement of the skills and knowledge required by an individual to meet either industry needs or a licensing or regulatory requirement.

The Training Package Development Handbook defines skill sets as 'those single units (of competency) or combinations of units which link to a licence or regulatory requirement, or defined industry need'. From 2007, nationally endorsed skill sets are being identified and developed within training packages, and complement full qualifications within the Australian Qualifications Framework. Skill sets are formally recognised on a statement of attainment and represents a formal sub-qualification..

## **6 Attachments**

### **6.1 Attachment 1: Briefing paper for industry steering group and industry network groups.**

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#### **DRAFT ANIMAL WELFARE OFFICER SKILLS SET**

##### **What is a skills set?**

Increasingly, individuals are finding that it is a job requirement to possess specific sets of skills to meet industry standards or regulatory and legislative requirements. The national training system now has processes in place to identify specific skill sets within training packages and allow for formal recognition of those skills. Skill sets appear in all industries and across all levels of work. They provide a clearly defined statement of the skills and knowledge required by an individual to meet either industry needs or a licensing or regulatory requirement.

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##### **How is a skills set developed and accredited?**

Skill sets for the meat industry are identified and developed as part of the continuous improvement process for the meat industry's nationally endorsed training package. This process is done under the auspices of Agri-Food Industry Skills Council. in consultation with industry and regulatory and/or licensing authorities. The Industry Reference Group you are part of forms part of the necessary industry consultation.

The units of competency that form a skill set can be drawn from one or more training packages. Skill sets need to be identified within the training packages and need to have industry support before they can be nationally endorsed by the National Quality Council and listed separately in training packages.

##### **A definition of an Animal Welfare Officer in terms of tasks and duties**

The intention of this project is not to create a new position in an abattoir but to define clearly the tasks already being undertaken by existing meat processing plant employees in terms that are easily recognised by those who review, audit or monitor our industry. As a starting point we have defined the role of the Animal Welfare Office as being a company employee who is responsible for

- Monitoring the plant's compliance with animal welfare standards and regulatory requirements in lirage and slaughter areas.
- Overseeing the implementation of corrective actions
- Verifying that corrective actions have been effective
- Development and review of workplace animal welfare/handling SOPs and work instructions.

Currently the company employees performing these role are

- Lairage manager or head stockman
- Slaughter floor supervisors
- QA and process monitors

#### **A skills set for the draft**

A wide range of animal handling, welfare and monitoring training has and is being delivered round the country to meat industry personnel. The training is usually accredited training and utilising Units that are taken from the Meat Industry National Training Package.

The Units used to train personnel in these skills areas include:

#### **Certificate II Units**

MTMP2006A Apply animal welfare and handling requirements \*

MTMP2002B Prepare animals for slaughter

MTMP2004A Feed Race

MTMP005A Restrain Animal

MTMP2007A Perform emergency kill

MTMP2008A Receive livestock

RTE2106A Care for and train working dogs

RTE2130A Ride horses and care for equipment

MTMP2009A Unload livestock

#### **Certificate III Units**

MTMP3075A Perform process monitoring assessment\*

**Certificate IV Units**

MTMMP84C   Oversee humane handling of animals\*

The Units marked with the \* are those most applicable to the role of the Animal Welfare Officer as tentatively described above. The details of the Unit contents are summarised in Attachment One to this paper.

**What is to be decided by the industry reference group in regard to the Animal Welfare Officer Skills Set?**

The reference group will need to settle on the following matters:

- What is the role of the animal welfare officer taking into account the domestic and overseas customers view and emphasis on this role ?
- What skills does such a role require?
- What Australian training Units align with such a skills set ?
- Do the existing Units need modification and do we need new Units?

**Units that may be included in the AWO Skills Set**

***MTMP2006A Apply animal welfare and handling requirements***

***Handling of animals*** applies to all activities up to and including the knocking box or area where animals are killed.

<b>Identify and explain animal handling practices</b>
○ Work instructions and work practices for the welfare and handling of animals are identified.
○ The impact on the quality of meat of stressing and/or injuring animals is identified.
○ Defects in meat quality resulting from poor handling techniques of live animals are identified.
<b>Identify and explain animal welfare requirements</b>
○ Workplace and regulatory requirements for handling animals humanely are identified and explained.
○ Relevant sections of the Animal Welfare Standard and relevant legislation are identified and explained.

<b>Identify and explain OH&amp;S requirements for handling animals safely</b>
<ul style="list-style-type: none"> <li>○ Risks associated with handling animals in abattoirs are identified.</li> </ul>
<ul style="list-style-type: none"> <li>○ OH&amp;S requirements associated with handling animals are identified.</li> </ul>
<b>Identify and explain stock flow and lot identification procedures</b>
<ul style="list-style-type: none"> <li>○ Individual animals are identified where appropriate according to workplace, OH&amp;S and regulatory requirements.</li> </ul>
<ul style="list-style-type: none"> <li>○ The purpose and identification of lots is explained.</li> </ul>
<ul style="list-style-type: none"> <li>○ Lots are identified according to workplace requirements.</li> </ul>
<ul style="list-style-type: none"> <li>○ The consequences of incorrect lot identification are explained.</li> </ul>
<ul style="list-style-type: none"> <li>○ Importance of maintaining the flow of stock for production is explained.</li> </ul>
<b>Identify and explain requirements for dealing with sick and injured stock</b>
<ul style="list-style-type: none"> <li>○ Workplace and regulatory requirements are explained.</li> </ul>
<ul style="list-style-type: none"> <li>○ Emergency kill arrangements are described.</li> </ul>
<b>Apply animal welfare and handling techniques</b>
<ul style="list-style-type: none"> <li>○ Animals are handled in a way that complies with workplace requirements and minimises stress.</li> </ul>
<ul style="list-style-type: none"> <li>○ Animals are handled safely in accordance with workplace and OH&amp;S requirements.</li> </ul>
<ul style="list-style-type: none"> <li>○ Sick and injured stock are handled in accordance with workplace requirements.</li> </ul>

### **MTMMP84C Oversee humane handling of animals**

*Handling of animals applies to all activities up to and including the knocking box or area where animals are killed.*

<b>Oversee the humane handling of <i>animals</i></b>
<ul style="list-style-type: none"> <li>○ Animal welfare requirements are identified in legislation, regulation and workplace procedures.</li> </ul>
<ul style="list-style-type: none"> <li>○ <b><i>Handling of animals</i></b> is overseen in accordance with <b><i>workplace</i></b> and <b><i>regulatory requirements</i></b>.</li> </ul>
<ul style="list-style-type: none"> <li>○ Procedures for minimising stress and preventing injury are monitored.</li> </ul>
<b>Oversee facilities, equipment and people involved with the handling of animals</b>
<ul style="list-style-type: none"> <li>○ Facilities, equipment and people handling animals are managed in accordance with workplace and regulatory requirements.</li> </ul>
<ul style="list-style-type: none"> <li>○ Bruising and/or hide or pelt damage data is monitored and corrective action is taken where appropriate.</li> </ul>
<b>Handle contingencies</b>
<ul style="list-style-type: none"> <li>○ Handling of sick or injured stock is overseen in accordance with workplace and regulatory requirements.</li> </ul>
<ul style="list-style-type: none"> <li>○ Handling of wild or uncooperative animals is overseen in accordance with workplace and regulatory requirements.</li> </ul>

**MTMP3075A Perform process monitoring for MHA**

*MHA is the meat industry’s QA verification to ensure food safety and animal welfare requirements are met.*

<b>Monitor process</b>
<ul style="list-style-type: none"> <li>○ Process is monitored according to company monitoring plan.</li> </ul>
<ul style="list-style-type: none"> <li>○ Results are recorded accurately on appropriate process monitoring sheets.</li> </ul>
<ul style="list-style-type: none"> <li>○ Process is rated according to established criteria of acceptable, marginal or unacceptable.</li> </ul>

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|--|
| <ul style="list-style-type: none"><li>○ Immediate corrective action is implemented according to MHA program's requirements.</li></ul>                |
| <ul style="list-style-type: none"><li>○ A conformity index is calculated and recorded after each process monitoring exercise.</li></ul>              |
| <ul style="list-style-type: none"><li>○ Process is monitored according to workplace requirements for hygiene and sanitation, and OH&amp;S.</li></ul> |

## 6.2 Attachment 2: First Steering Committee Agenda

### Animal Welfare Skills Officer Steering Committee Meeting

**Date:** Wednesday 19 March 2008

**Location:** AUS-MEAT Limited, 9 Buchanan Street South Brisbane QLD 4101

**Time:** 10.00am – 2.30pm

#### Agenda

Item no.	Item	Discussion led by
1.	Animal Welfare Officer Project rationale <ul style="list-style-type: none"> <li>- Defining a skills set</li> <li>- International equivalence</li> <li>- State funded training</li> <li>- Badging of sub-qualifications</li> <li>- Advantages for the processing</li> </ul>	MINTRAC
2.	What is happening internationally re AW Officer training <ul style="list-style-type: none"> <li>- Rationale and job role of the AW Officer</li> <li>- Who is training</li> <li>- What course contents</li> <li>- Who is looking for an AW Officer on plant</li> </ul>	Dr Leisha Hewitt
3.	Mapping against Bristol University course	Dr Leisha Hewitt
4.	What is needed in Australia? <ul style="list-style-type: none"> <li>- AWO duty statement</li> <li>- Skills/competencies</li> <li>- Existing training available</li> <li>- Package of Units</li> </ul>	Steering Committee
5.	Badging of the AW Officer qualification	Steering Committee
6.	Accreditation process and role out	MINTRAC
7.	Funding and RPL opportunities	MINTRAC
8.	Industry consultation requirements before accreditation	Steering Committee



### 6.3 Attachment 3 Minutes for first Industry Steering group

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**Meeting:** 19 March 2008  
**Location:** AUSMEAT Offices Brisbane

#### 1. Animal Welfare Officer Project rationale

**The steering group received the following information from MINTRAC**

- *Defining a skills set*

Skill sets are those 'single units (of competency) or combinations of units which link to a licence or regulatory requirement, or a defined industry need'. From 2007, nationally endorsed skill sets are being identified and developed within training packages, and complement full qualifications within the Australian Qualifications Framework. Skill sets are formally recognised on a statement of attainment and represents a formal sub-qualification.

Skills sets provide a clearly defined statement of the skills and knowledge required by an individual to meet industry needs.

- *International equivalence*

Customers are looking for equivalence of training in Australia with that which is delivered in the importing country for activities that affect the welfare of the animals being slaughtered. In the future, with increasing regulatory development in animal welfare, Australian state and national governments, together with international governments will also require equivalent competency in the area.

- *State funded training*

The State Training Authorities are likely to fund this Skills Set training as part of recurrent funding or as part of their strategic funding initiatives.

- *Badging of sub-qualifications*

The proposed title of the Skills Set is "Animal Welfare Officer" and the Group agreed to go ahead with this as a working title.

- *Advantages for the processing sector*

The advantage of defining a Skills Set of this nature were identified as

- Training identified as equivalent to overseas courses to meet the various customer requirements
- Better access to State funding
- Recognition of a specific employee's skills
- Demonstration of the industry's and company commitment to the animal welfare issue.

## 2 What is happening internationally re AW Officer training

- Rationale and job role of the AW Officer

The Bristol University, Europe's leading AW training institute, had an early attempt at defining the role of the AWO as follows:

*The Animal Welfare Officer is a company employee who is responsible for*

- *Monitoring the plant's compliance with animal welfare standards and regulatory requirements*
- *Overseeing the implementation of corrective actions*
- *Verifying that corrective actions have been effective*
- *Development and review of workplace animal welfare/handling SOPs and work instructions*

- What training is being delivered overseas?

MINTRAC in conjunction with Murdoch University has identified training programs around the world and these courses and providers are detailed in a CD provided to the Steering Group. Dr Leisha Hewitt from Murdoch University undertook the research and explained what the major programs are overseas and how to access the information from the CD. The study concentrated on the training being delivered in NZ, Canada, UK, EU, Brazil and the USA.

- What the courses contain

This was again discussed by Dr Hewitt and MINTRAC intends to comprehensively map overseas course contents against Australian Training Package Units of Competencies.

- Who is looking for an AW Officer on plant?

A wide range of Quality Assurance Programs in the EU and USA require AW training for meat processing company employees and these were identified by the Murdoch research project.

## 3 Mapping against Bristol University course

An initial mapping showed a good match between the Bristol Course and two Australian National Training Package Units:

MTM2006A Apply animal welfare and handling requirements

MTMMP84C Oversee humane handling of animals.

#### 4 What is needed in Australia?

- *AWO duty statement*

The Steering Group identified the AWO as likely to be a company employee who was “responsible for the company’s animal welfare practice and working team” and therefore would be able to

- Understand and articulate the regulatory and technical issues associated with animal welfare in a processing plant
- Represent the company in developing and communicating the approach taken to address animal welfare issues on plant
- Develop and implement company policies, procedures, training regimes, KPIs and quality assurance documentation as they relate to processes impacting on animal welfare
- Review and collate results from internal and external monitoring programs for animal welfare standards
- Review the results of internal and external audits to assess the performance of the company in the area of animal welfare
- oversee the implementation of corrective actions and preventative measures
- monitor the effectiveness of corrective actions and preventative measures
- manage the delivery of training to staff on the principles and practices required to maintain animal welfare standards

The Steering Group agreed that the AWO’s operational position (eg QA Manager, lairage manager etc) in a company may vary according to the organizational structure of a company. However it was agreed that in most cases the AWO would be senior QA staff member or supervisor.

#### *Skills/competencies*

The Steering Group agreed that the Skills set should be defined in terms of accredited Units from the National Training Package and that if necessary the Units or the training support material should be modified to meet this end.

- *Existing training available*

The Steering Group agreed that the training should be provided across the country by registered training organizations (RTO’s) and that existing training be able to be recognized and RPL used to achieve an AWO qualification.

- *Package of Units*

MINTRAC identified for the Steering Group three Units that would address the skills and knowledge needs of a company employee undertaking the duties defined above.

These Units would be

MTM2006A Apply animal welfare and handling requirements

MTM3075 Perform process monitoring for MHA

MTMMP84C Oversee humane handling of animals.

## **5 Badging of the AW Officer qualification**

The Steering Group agreed that a national register of AWOs would enhance the standing of the qualification and further that AUSMEAT is well placed to investigate the feasibility of this. Andrew Little (AUSMEAT) undertook to explore the possibility of AUSMEAT maintaining a national register which if required could manage the issue of the currency of people's competency.

## **6 Accreditation process and role out**

MINTRAC will manage the national accreditation process through the Commonwealth Department DEEWR and would manage its roll out through the national QA and Training Managers' Networks.

## **7 Funding and RPL opportunities**

The Steering group agreed that the AWO Skills Set should allow for RPL of training in the existing units. Furthermore, where there are gaps in existing training material or assessment, a bridging program should be available to ensure equivalence of knowledge.

In addition it was agreed that MINTRAC should start the process of accessing State Government funding to allow for the roll out of the Skills Set in every state.

## **8 Industry consultation requirements before accreditation**

The Steering Group agreed that before the Skills Set was put up for accreditation within the proposed structure and that the Unit content should be circulated through the QA Managers' Networks for industry comment following AMIC approval.

## **9 Development of an Animal Welfare Auditing**

MINTRAC proposed to develop a new Animal Welfare Auditing Unit that it would circulate to the Steering Group for comment.

#### 6.4 Attachment 4: Agenda for the second Industry Steering Group

##### Animal Welfare Officer Skills Set Project

**Date:** Tuesday 13 may 2008

**Location:** Via Teleconference

**Time:** 10.00am EST

##### Agenda

Item no.	Item	Discussion led by
1.	Progress to date on the 6 Actions	MINTRAC
2.	Nature of industry consultation	MINTRAC
3.	Finalisation of document and sign off by the Steering Committee	MINTRAC
4.	Accreditation process for the Skills Set	MINTRAC
5.	Training materials development and review	MINTRAC
6.	Roll out of program for industry	MINTRAC

## 6.5 Attachment 5 MINTRAC QA Managers' network meeting, WA

**Date:** Friday 23 May 2008

**Location:** Citigate Perth Hotel, 707 Wellington Street, Perth WA 6000

**Time:** 12.30pm – 4.00pm

### Draft Agenda

Item no.	Item	Discussion led by
9.	Attendance	MINTRAC
10.	Matters arising from previous meetings	MINTRAC
11.	E. coli testing and the US	AMIC & Ian Jenson MLA
12.	Stunning kit <ul style="list-style-type: none"> <li>• questions and answers re training and assessment for operators</li> </ul>	AQIS & Helmut Pleiter MLA
13.	Plant Performance Rating Project	AQIS, AMIC
14.	Animal Welfare Officer <ul style="list-style-type: none"> <li>• purpose, mapping against tos</li> <li>• draft release to industry</li> </ul>	MINTRAC
15.	I Leader Trail Update	AQIS, AMIC
16.	Industry requirement for electronic notice board for QA matters	
17.	MHA : the corner stone of a company's food safety program <ul style="list-style-type: none"> <li>• the importance of consistency</li> <li>• validating and verifying procedures</li> <li>• what is good practice?</li> <li>• Role of training</li> </ul>	Industry, AQIS and MINTRAC
18.	MHA Training for operators Revised MHA Kit	AQIS, Industry MINTRAC
19.	Upcoming audits	AQIS
20.	Audit outcomes	AQIS

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21.	Consistent key system failures at Overseas reviews. <ul style="list-style-type: none"><li>• Identifying them</li><li>• Preventative actions</li></ul>	Industry and AQIS
22.	MHA – boning room scenario, procedure for normal and intensified MHA, inc. number of carcasses to check	Raised by Julia Zubko
23.	If 2T found how would we rate process monitoring? And then what?	Raised by Julia Zubko
24.	Are there any plans for rewriting the MHA manual by AQIS?	Raised by Julia Zubko
25.	Food spoilage and shelf life	John Sumner
26.	Any other matters	MINTRAC, industry

## **6.6 Attachment 6 Animal Welfare Officer Skills Set Units of Competency**

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### **Elements and performance criteria**

Oversee the humane handling of animals

Identify and explain animal welfare requirements.

The handling of animals is overseen in accordance with workplace and regulatory requirements.

Procedures for minimising stress and preventing injury are monitored.

Oversee facilities, equipment and people involved with the handling of animals

Facilities, equipment and people handling animals managed in accordance with workplace and regulatory requirements.

Bruising and/or hide/pelt damage is monitored.

Pelt/hide values of meat are monitored.

Handle contingencies

Handling of sick or injured stock is overseen in accordance with workplace and regulatory requirements.

Handling of wild or uncooperative animals overseen in accordance with workplace and regulatory requirements.



<b><i>MTMP2006A Apply animal welfare and handling requirements</i></b>
<b>Elements and performance criteria</b>
<b>Identify and explain animal handling practices</b>
<ul style="list-style-type: none"> <li>○ Work instructions and work practices for the welfare and handling of animals are identified.</li> </ul>
<ul style="list-style-type: none"> <li>○ The impact on the quality of meat of stressing and/or injuring animals is identified.</li> </ul>
<ul style="list-style-type: none"> <li>○ Defects in meat quality resulting from poor handling techniques of live animals are identified.</li> </ul>
<b>Identify and explain animal welfare requirements</b>
<ul style="list-style-type: none"> <li>○ Workplace and regulatory requirements for handling animals humanely are identified and explained.</li> </ul>
<ul style="list-style-type: none"> <li>○ Relevant sections of the Animal Welfare Standard and relevant legislation are identified and explained.</li> </ul>
<b>Identify and explain OH&amp;S requirements for handling animals safely</b>
<ul style="list-style-type: none"> <li>○ Risks associated with handling animals in abattoirs are identified.</li> </ul>
<ul style="list-style-type: none"> <li>○ OH&amp;S requirements associated with handling animals are identified.</li> </ul>
<b>Identify and explain stock flow and lot identification procedures</b>
<ul style="list-style-type: none"> <li>○ Individual animals are identified where appropriate according to workplace, OH&amp;S and regulatory requirements.</li> </ul>
<ul style="list-style-type: none"> <li>○ The purpose and identification of lots is explained.</li> </ul>
<ul style="list-style-type: none"> <li>○ Lots are identified according to workplace requirements.</li> </ul>
<ul style="list-style-type: none"> <li>○ The consequences of incorrect lot identification are explained.</li> </ul>
<ul style="list-style-type: none"> <li>○ Importance of maintaining the flow of stock for production is explained.</li> </ul>
<b>Identify and explain requirements for dealing with sick and injured stock</b>
<ul style="list-style-type: none"> <li>○ Workplace and regulatory requirements are explained.</li> </ul>
<ul style="list-style-type: none"> <li>○ Emergency kill arrangements are described.</li> </ul>
<b>Apply animal welfare and handling techniques</b>
<ul style="list-style-type: none"> <li>○ Animals are handled in a way that complies with workplace requirements and</li> </ul>

minimises stress.
<ul style="list-style-type: none"><li>○ Animals are handled safely in accordance with workplace and OH&amp;S requirements.</li></ul>
<ul style="list-style-type: none"><li>○ Sick and injured stock are handled in accordance with workplace requirements.</li></ul>

**For more details on this Unit and the Training Support materials contact Clive Richardson at MINTRAC on 0409438390 or 02 98196699**

## **6.7 Attachment 7 MINTRACker Special Edition**

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### **Animal Welfare Officer Skills Set added to MTM07**

An *Animal Welfare Officer Skills Set* has now been added to the MTM07 Australian Meat Industry Training Package. The Skills Set contains the following two Units of Competency:

MTMP2006A *Apply animal welfare and handling requirements*

MTMMP84C *Oversee humane handling of animals.*

This Skills Set has been designed to provide recognition for those people employed in meat processing plants who have overall responsibility for supervising animal welfare practices throughout the plant. While every employee who works with animals as an animal welfare responsibility, the creation of this Skills Set ensures that there are people located on site who are charged with specific supervisory responsibility for this important matter.

Typically the AWO is a company employee who is the “Captain of the company’s animal welfare team” and therefore is able to

- understand and articulate the regulatory and technical issues associated with animal welfare in a processing plant
- represent the company re the approach taken to address animal welfare issues on plant
- influence company policies, procedures, training regimes, KPIs and quality assurance documentation as they relate to processes impacting on animal welfare
- review as part of their duties the results of the routine monitoring of processes impacting on animal welfare
- review the results of internal and external audits to assess the performance of the company re animal welfare
- oversee the implementation of corrective actions and preventative measures
- monitor the effectiveness of corrective actions and preventative measures
- implement animal welfare assessment criteria and perform an abattoir assessment
- recognise operative training needs and implement training for animal handlers.

### **What is a Skills Set?**

Skill sets are defined as single units of competency, or combinations of units of competency from an endorsed Training Package, which link to a licence or regulatory requirement, or defined industry need. In the case of the *Animal Welfare Officer Skills Set*, the defined industry need was the need to have an identified person on a meat processing plant who had overfall supervisory responsibility for the management, handling and welfare of animals on the site.

### **What is the advantage of have a nominated Animal Welfare Officer in a meat processing plant?**

In Europe major customers such as supermarket chains require that meat processing plants have a trained Animal Welfare Officer on site at all times. The training for these officers usually consists of attendance at the Bristol University's Animal Welfare Officers course. This course has not been mandated by either customers or regulators but it is regarded as the baseline or yardstick for training in this area.

The *Animal Welfare Officer Skills Set* has been matched against animal welfare courses delivered overseas and where necessary training materials have been enhanced to ensure equivalence.

The *Animal Welfare Officer Skills Set* will enable Australian processing plants to demonstrate that we have equivalent training and qualifications to those required overseas and that the training delivered is structured and nationally accredited.

In Australia there has been ongoing training in animal handling and animal welfare. Indeed the new Animal Welfare Standard has explicit training requirements for workers engaged in animal handling. Managing the implementation of the Standard in processing plants has also required supervisors to be trained and demonstrate competency.

The *Animal Welfare Officer Skills Set* will enable companies to demonstrate to domestic customers and regulators that have training programs in place to fully implement and manage animal welfare standards on plant.

#### **Where is the Skills Set located in the MTM07 Australian Meat Industry Training Package?**

A new version, Version 2.1, of the MTM07 Australian Meat Industry Training package has been created. Information about the Skills Set is contained in Volume I only, although the specific Units of Competency are contained within Volumes II and IV.

#### **Which RTOs can deliver and provide certification for the *Animal Welfare Officer Skills Set*?**

Any RTO with abattoirs qualifications from levels II and IV of the MTM07 Australian Meat Industry Training Package on their scope can deliver training and assessment, and provide certification for the *Animal Welfare Officer Skills Set*.

#### **What Certificate does an Animal Welfare Officer receive?**

Once a person has successfully completed all three units within the Skills Set, the RTO can issue A Statement of Attainment for the *Animal Welfare Officer Skills Set*. The prescribed wording for this Statement of attainment is contained within Volume I of MTM07.

#### **Can RPL be used to gain the Animal Welfare Officer Skills Set?**

If an individual has already completed one or more of the units comprising the Animal Welfare Officer Skills Set, these can be counted towards the qualification, and do not have to be repeated. It is essential however, that the individual has *current competency* in these Units of Competency.

Similarly, if an individual already has the skills described in the Units of Competency, but no formal recognition, they can undertake a Recognition of Prior Learning process through their RTO to have these skills recognised.

#### **Does an RTO have to buy the complete copy of Version 2.1 of the MTM07 in order to offer the *Animal Welfare Officer Skills Set*?**

No. The only changes to MTM07 occur in Volume 1, and no changes to scope are required if an RTOs already has abattoirs qualifications from levels II, II and IV of the MTM07 Australian Meat Industry Training Package on their scope. It is recommended that RTOs download Version 2.1 of Volume 1 from the NTIS website [www.ntis.gov.au](http://www.ntis.gov.au) and replace the previous version of Volume 1.

**Have any other changes been made to MTM07 in Version 2.1?**

Yes. A few minor changes, approved by the Meat Standing Committee and the Agri-Food Industry Skills Council have been made. These include:

MTM40307 Certificate IV in Meat Processing (Quality Assurance) – change made to Qualification requirements

Minor typographical corrections

The inclusion of the complete unit for HLTF301B *Apply first aid* in Volume VII

Minor corrections to the range statements of the following two units in Volume V (Meat Retailing)

:

MTMR201B *Break product using a bandsaw*

MTMR201B *Break and cut product using a bandsaw.*

Removal of the additional the trainer and assessor requirements specified in the following two Units of Competency:

MTMR316A *Utilise the MSA system for beef to meet customer requirements.*

MTMP405A *Conduct and validate pH temperature declines to MSA standards.*

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**6.8 Attachment 8 Mapping of overseas training against Australian training Units.**

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**United Kingdom****Course Title:** **Animal Welfare Officer Training**

**Mandated by:** Retailer, inspection body, certification body, farm assurance scheme  
Tesco, Waitrose, Integra Food Secure, EFSIS, British Meat Processors Association (BMPA)

**Personnel:** Technical Managers (from the retailers), Inspectors, designated Animal Welfare Officers (from processing plants)

**Course Providers:** University of Bristol

**Course Summary:** Welfare of cattle, sheep and pigs from leaving the farm to slaughter and impacts on meat quality. Taught by University Lecturers. Underpinned by legislative requirements in UK and research findings.

**Duration:** 2 days

**Assessment:** No formal assessment. A certificate of attendance is issued at the end of the course. Delegates are expected to contribute to discussion groups.

**Outcome:** Delegates receive a certificate of attendance. Retailers require a minimum of two trained AWOs. There is currently no requirement for the qualification to be updated or for the delegate to attend refresher training. Course not accredited. Retailer standards stipulate attendance on this course or an equivalent. The course is mandated in their UK and international Agricultural Codes of Practice.

**Links:** [www.awtraining.com](http://www.awtraining.com)

<b>Course Content</b>	<b>Comparable Australian Unit</b>	<b>Element/Performance Criteria, Required Skills and knowledge</b>	<b>Training Materials Reference</b>	<b>Materials to be added</b>
Introduction to animal welfare	MTMP2006A MTMP84C	1.2,2.1 1.1	3-13	
The 'five freedoms'	MTMP84c	1.1	3	
The red meat cycle				
Stockmanship	MTMP2006A MTMP84C	2.1, 3.1, 3.2, 6.1, 6.2 1.2	14-21	2003A pg 8-9 48B24-31
Human behaviour	MTMP2006A	1.2, 6.1, 6.2, 6.3,		20-21
<b>Course Content</b>	<b>Comparable Australian Unit</b>	<b>Element/Performance Criteria, Required Skills and knowledge</b>	<b>Training Materials Reference</b>	
Animal behaviour	MTMP84C	1.2,1.3		48B 8-11
Transport and fitness to travel	MTMP2006A MTMP84C	1.2,1.3 1.1		Add material 2009A
Arrival at the lairage	MTMP2006A MTMP84C	1.3 1.1		Add material 2009A
Loading and	N/A		N/A	
Unloading	MTMP2006A MTMP84C	1.3 1.1		Add material 2009A
Lairage conditions	MTMP2006A MTMP84C	1.2	18-20	
Animal handling	MTMP2006A MTMP84C	1.2,1.3	18-23	
Restraint	MTMP84c	2.1	26-29	
Pre-slaughter stunning	MTMP84c	2.1	25-29	
Mechanical stunning of cattle, sheep and pigs - Introduction and equipment	MTMP84c	2.1	29-32	
Understanding the law - mechanical stunning	MTMP84c	1.1	7-11	
Effective and ineffective mechanical stunning	MTMP84c	2.1	29-32 45-46	

Stockmanship and stunning	MTMP84c	2.1		Helmut's Material
AWO responsibilities - Mechanical stunning	MTMP84c	2.1	45-46	
Electrical stunning - Introduction and review of stockmanship	MTMP84c	1.1	32-35	
Understanding the law - electrical stunning	MTMP84c	1.1	7-11	
Application of electrodes - Head only	MTMP84c	2.1	32-35	
Application of electrodes - Head to back	MTMP84c	2.1	32-35	
<b>Course Content</b>	<b>Comparable Australian Unit</b>	<b>Element/Performance Criteria, Required Skills and knowledge</b>	<b>Training Materials Reference</b>	
Recognising effective and ineffective electrical stunning	MTMP84c	2.1	45-46	
New electrical stunning technologies	N/A			Add material from 3001A
AWO responsibilities - electrical stunning - Back-up stunning	MTMP84c	2.1	7-12	
Gas killing - Pigs	MTMP84c	2.1	36	
Understanding the law - gas killing	MTMP84c	1.1	7-12	
Operation of the gas chamber	MTMP84c	2.1	36	
Different gas mixtures - Carbon Dioxide, Argon	N/A		N/A	



### USA Animal Welfare Training Programs

<b>Course Content</b>	<b>Comparable Australian Unit</b>	<b>Element/Performance Criteria, Required Skills and knowledge</b>	<b>Training Materials Reference</b>	<b>Materials to be added</b>
Introduction to animal welfare	MTMP2006A MTMP84C	2.1 1.1	MTMP84C page65-70	
Trucking Practices	MTMP84c	1.2	MTMP84C page77-81	Add from TDTD2097B
Pen Space and Facility Layout	MTMP2006A MTMP84C	2.1 2.1	MTMP84C page 84-86	
Livestock Handling Principles	MTMP2006A MTMP84C	1.1 1.2,1.3,	MTMP84C page	Add from MTMP2002A
Livestock Driving Tools	MTMP2006A	1.1	MTMP84C page	Add from MTMP2002A
Design and Use of Restraint	MTMP84C	2.1	MTMP84C page91-94	Add from MTMP2005A
Stunning Practices	MTMP84C	1.2	MTMP84C page94-111 118-121	
Effective Stunning	MTMP84C	1.2	MTMP84C page94-113	
Slaughter	MTMP84C	1.1,1.2,1.3	MTMP84C page 112-115 118-121	
Religious Slaughter Kosher and Halal	MTMP2006A MTMP84C	2.1	MTMP84C page 116-118	Add from MTMP3002B
Handling of Disabled or Crippled Livestock	MTMP2006A MTMP84C	1.1, 2.1	MTMP84C page 86-87	
Management of feed and water	MTMP2006A MTMP84C	2.1 2.1	MTMP84C page 81	
Emergency Livestock Plan	MTMP84C	1.1,1.2,1.3	MTMP84C page82-83	Prepare and include material

<b>Course Content</b>	<b>Comparable Australian Unit</b>	<b>Element/Performance Criteria, Required Skills and knowledge</b>	<b>Training Materials Reference</b>	<b>Materials to be added</b>
Weather Management	MTMP84C	1.1,1.2,1.3	MTMP84C page 82-83	
Auditing Animal Handling and Stunning	MTMP84c	1.1,1.2,2.1	MTMP84C page	Prepare and include material
Effective Stunning	MTMP84c	1.1,1.2,2.1	MTMP84C page94-113	
Bleed Rail Insensibility	MTMP84c	1.2, 2.1	MTMP84C page	Prepare and include material
Slipping and Falling	MTMP84c	2.1	MTMP84C page 66	Prepare and include material
Stress and meat quality	MTMP2006A MTMP84C	1.2,1.3 1.3, 2.2	MTMP84C page75-76	Prepare and include material
Vocalization	MTMP84c	1.2	MTMP84C page 66	Prepare and include material
Electric Prod Use	MTMP84c	1.2, 1.3	MTMP84C page 83	
Willful Acts of Abuse	MTMP2006A MTMP84c	2.1 1.2,1.3	MTMP84C page	
Access to Water	MTMP2006A MTMP84c	2.1	MTMP84C page 84	
Scoring of Very Small Plants	MTMP84c	1.2	MTMP84C page	Prepare and include material
Animal Handling and OH&S	MTMP2006A MTMP84c	3.1,3.2	MTMP84C page87-89	