



NOLAN MEATS PTY LTD

TRAINEESHIP INFORMATION LEAFLET - CERTIFICATES IN MEAT PROCESSING

Nolan Meats has a long history of training meat industry professionals. In early 1998 we formalised this activity by adopting the MINTRAC [National Meat Industry Training Advisory Council] training system which is accredited under the Australian Quality Training Framework. Qualifications issued by Nolan Meats are recognised throughout Australia.

Nolan Meats is a supervising registered training organisation [SRTO] for delivering training in meat processing level two, three and four. The SRTO system was set up to allow more flexibility than the old system where all “off the job” training was delivered by TAFE.

To undertake this training you must be a full time permanent employee of Nolan Meats Pty Ltd who has completed all the requirements of the induction booklet.

The Certificate Meat Processing [Abattoir] course is designed for students who wish to pursue a career in the meat industry. While there is no maximum limit on the number of units which a Trainee may study there are minimum number of points which must be obtained before a certificate can be issued.

This course structure offers a core of compulsory units plus optional units to cover the stream [area of study e.g. boning room] which a particular Team Member wishes to follow.

Level two is general “abattoir” with no streaming.

Level three streams include Slaughtering, Boning, Rendering, Meat Safety & General.

Level four streams include Meat Safety, Quality Assurance & Leadership.

Core compulsory units must be completed by all Trainees. These are taught both in the training room & in the work area, by flexible delivery. The training room section of all six core units is conducted for one full week. This is done when there is enough new trainees to warrant a class. Most new Team Members will go to the training room for their week of core unit classes after they have worked for Nolan Meats for about three months.

Team Members must be assessed competent for their class room section of their core units before Nolan Meats will proceed with a traineeship.

Optional units are taught both in the work area under a flexible time frame. This training is based on workbooks and a sound knowledge of Customer



Procedures. Some optional units such as Meat Safety are also taught at block release.

Core & optional units can be completed within the same time frame.

Training will be conducted one to one and/or group training “off the job” at any time suitable. In addition the Trainee will undertake experiential learning [practice doing the task].

Government regulations require Nolan Meats to charge tuition fees of up to \$654.50 per year. To meet this requirement training fees are charged as follows:

- \$10 per week which is non refundable. As soon as a Trainee has sought and been successful in their verbal assessment and written assessment [if applicable] the weekly fee will no longer be charged.
- For the week block release training a fee of \$154.50 applies. When a trainee is declared competent in their ongoing written block release assessment, Nolan Meats will pay this fee for the Trainee. If the Trainee is ***NOT*** competent in their written block release assessment this \$154.50 remains a debt to Nolan Meats which is collected at \$10 per week. If a Trainee is subsequently assessed competent in their written assessment the remainder of the fee is paid by Nolan Meats.

This system is to encourage Trainees to take responsibility for their learning and assessment by giving an incentive for early completion.

While traineeships are competency rather than time based and we encourage Trainees to complete as soon as possible, the minimum time that a traineeship can take to complete is 14 weeks. The maximum time to complete a traineeship is one year for certificate two and two years for certificate three.

A Traineeship is a partnership in which all parties must be committed and actively involved. Trainers will be in regular contact with Trainees. A formal interview with the Training Coordinator will take place at least every six months.

To enter a traineeship all requirements of the training acts and regulations must be completed. All forms must be completed and signed by the Trainee and Nolan Meats. If the trainee is under 18 years of age their Guardian must also sign most forms. ***Please see diagram on the back page of this leaflet.***

During the probationary period of 30 days the training agreement may be cancelled by either the Trainee or the Employer by giving one week’s notice



Training agreements can be cancelled at any time by mutual agreement between the Trainee and the Employer.

Unacceptable actions which may lead Nolan Meats to seek cancellation of a traineeship and termination of a Trainee's employment are detailed in our induction booklet.

Both training and assessment are competency based.

To meet competency requirements in individual units a Trainee **MUST**:

- Attend all training sessions for that unit.
- Be actively involved in training & learning.
- Successfully complete all work book sections & any assignments.
- Be declared competent in any written questionnaires which are undertaken as part of any unit of study.
- Demonstrate that the skills & knowledge taught in the unit are applied in the work area.

Assessment

- Will be conducted as necessary both in the training room & in the work area.
- Assessment will take into account attitude as well as skill.
- Assessment criteria for each unit are detailed in the workbook for that unit.

At least three forms of evidence must be used when assessing competency in any unit.

These may include:

- Workplace observation
- Workplace activity/observation
- Presentation written and/or oral [including questioning]
- Interview/discussion of learning checkpoint questions
- Referee's report from Team Leader, QA Team Members & Trainers
- Work history review of Team Member's actions reported in QA and disciplinary records

Qualifications are recognised Australia wide

Upon gaining competency in all necessary units Trainees will receive a Certificate of Competency & Statement of Attainment detailing units studied.

If the trainee has proven competency in only specific units not giving sufficient points to earn a Certificate only a Statement of Attainment will be issued

Attendance



General work attendance requirements for Nolan Meats' Team Members are set out in the Induction Booklet.

Trainees must attend all training sessions for unit or make up those missed. They must arrive for training session, on time, dressed ready to go to their production area.

In the case of legitimate absences due to work pressure, sick leave or holidays the Training Team will make every reasonable attempt to provide alternate training and/or assessment.

All training is paid at normal Award wages.

Under the User Choice contract Nolan Meats are required to assess the LLN [language literacy & numeracy] competence of all trainees. This is a simple matter and is not designed to exclude any Team Member but rather to allow us to assist Trainees to the best of our ability.

For more information please contact the People Team on:

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