

Accreditation : This Module is a Nationally Accredited Course

Title : **WRRFM2B – PACK AND DISPLAY MEAT PRODUCTS**

Field Of Study : **MERCHANDISING**

What is this course all about?

This unit encompasses the skills and knowledge required to prepare, arrange and present meat products within the store. It includes the setting up and maintenance of displays, labelling and pricing stock. It also includes the packing, handling and storage of meat products.

When you have finished this course you should be able to demonstrate your ability to:

Prepare meat products – WRRFM2B/01

- ❑ Products to be trimmed or sliced, identified and trimmed or sliced according to product and safety requirements.
- ❑ Trimming and slicing equipment used safely and switched off after use, if applicable, according to legislative requirements and store procedures.
- ❑ Trimming and slicing equipment cleaned and stored according to store procedures and legislative requirements.
- ❑ Items to be defrosted identified and prepared according to legislative requirements and store procedures.

Wrap and package meat products – WRRFM2B/02

- ❑ Tubs, trays and supplies for packing meat set up according to store procedures.
- ❑ Products accurately weighed and priced according to store procedures.
- ❑ Products wrapped/package to prevent deterioration or leakage according to legislative requirements and store procedures.
- ❑ Products wrapped/package for display or for customer according to store procedures.

Lay out products – WRRFM2B/03

- ❑ Meat stock unpacked/removed from cooler, in accordance with store procedures and legislative requirements.
- ❑ Meat products placed in/on display units in determined locations.
- ❑ Meat products displayed/arranged and replenished to achieve a balanced fully stocked appearance and promote sales.
- ❑ Layout reflects advertising and seasonal promotions.
- ❑ Meat products checked for freshness, quality and trimmed prior to placement on display.
- ❑ Damaged, deteriorated, spoiled or out of date stock identified and corrective action taken as required according to store procedures and legislative requirements.
- ❑ Meat products displayed and stored separately as required to avoid cross contamination according to store policy and legislative requirements;
- ❑ Meat product range placed to conform with display units, fixtures, ticketing, prices or bar codes;
- ❑ Meat products rotated according to shelf life, use-by dates, store procedures and legislative requirements;
- ❑ Presentation of meat products conforms to product handling requirements, techniques and legislative requirements;
- ❑ Store promotions actively supported as required;
- ❑ Ideas for store promotions identified and conveyed to appropriate personnel.

Prepare display labels/tickets – WRRFM2B/04

- ❑ Labels/tickets for window, wall or floor displays, display units, or products prepared according to store policy.
- ❑ Stock is date coded as required.
- ❑ Soiled, damaged, illegible or incorrect labels/tickets identified and corrective action taken.
- ❑ Late mark-downs/reductions identified and ticketed according to store policy.
- ❑ Electronic ticketing equipment used and maintained according to design specifications.
- ❑ Ticketing equipment maintained and stored in a secure location

Place, arrange and display price tickets/labels – WRRFM2B/05

- ❑ Tickets/labels visible and correctly placed on products to conform with legislative requirements and store procedures.
- ❑ Labels/tickets replaced according to store policy.
- ❑ Correct pricing and clear information maintained on products according to store procedures and legislative requirements.

Maintain meat displays – WRRFM2B/06

- ❑ Special promotion areas reset and dismantled.
- ❑ Meat products selected for display.
- ❑ Products arranged/faced up as directed and/or according to layout specifications, load bearing and load limit capacity of fixtures, display or storage units.
- ❑ Unsuitable or out-of-date displays identified, reset and/or removed as directed.
- ❑ Optimum stock levels identified and stock replenished according to store policy.
- ❑ Display areas maintained in a clean and tidy manner.
- ❑ Excess packaging removed from display areas.

Protect meat products – WRRFM2B/07

- ❑ Correct handling, storage and display techniques identified and used according to stock characteristics and legislative requirements.
- ❑ Protective clothing/equipment identified according to legislative requirements and store procedures.
- ❑ Implements for handling products identified and used according to legislative requirements and store policy.
- ❑ Correct temperatures for product range identified and maintained according to legislative requirements and store procedures.
- ❑ Storage/display units maintained and cleaned according to store procedures.
- ❑ Storage/display units regularly checked to ensure products kept at recommended temperatures.
- ❑ Temperature irregularities reported to appropriate people without delay.

Some examples of individuals that will benefit from these courses are: -

- ❑ Managers /Supervisors / Team leaders
- ❑ Sales / Customer Services Staff / Operations Staff

You will have better skills & knowledge and familiarise yourself more in the following areas –

Competency in this unit requires evidence that, you the candidate: -

- ❑ Consistently applies store policy and procedures in regard to hygiene and sanitation practices.
- ❑ Consistently applies store policy and procedures in regard to the preparation, arrangement, presentation, handling and storage of meat products;
- ❑ Consistently applies store policies and procedures in regard to displaying, merchandising, ticketing, pricing and storage of stock;

- ❑ Displays merchandise on fixtures shelves/display areas, in determined locations, in accordance with special manual handling techniques and other safety requirements;
- ❑ Prepares display labels and price tickets for merchandise with regard to store policies and procedures.
- ❑ Operates, maintains and stores a range of electronic ticketing equipment according to:
 - store policy and procedures
 - industry codes of practice;
 - manufacturers' instructions and design specifications
- ❑ Arranges correct pricing and information on merchandise according to store procedures, industry codes and legislative requirements
- ❑ Identifies damaged, soiled or out of date stock and takes corrective action as required by store procedures;
- ❑ Maintains display areas and replenishes stock as required in accordance with store procedures;
- ❑ Performs correct manual handling, storage and display techniques

Store policies and procedures, in regard to:

- ❑ the sale of food items;
- ❑ merchandising, ticketing and pricing;
- ❑ correct storage of stock;
- ❑ principles of display;
- ❑ store promotional themes, advertising, catalogues and special offers;
- ❑ location of display areas;
- ❑ availability and use of display materials.
- ❑ stock rotation.
- ❑ stock replenishment.
- ❑ scheduling for building and rotating displays.
- ❑ correct manual handling techniques for protection of self and merchandise.
- ❑ correct storage procedures for labelling/ticketing equipment and materials;
- ❑ Store meat product range;
- ❑ Preparation of meat products for display;
- ❑ Elements and principles of design and trends in retail design;

Skills in:

- ❑ Use and maintenance of electronic labelling/ticketing equipment;
- ❑ Completing tasks in set time frame;
- ❑ reading and interpreting store procedures and guidelines
- ❑ weighing and measuring of goods.
- ❑ machine or manual preparation of labels/tickets

You will have better knowledge and familiarise yourself more in relevant legislation, codes, regulations and standards which include:

- ❑ Relevant occupational health and safety legislation/regulations/codes of practice
- ❑ Trade Practices and Fair Trading Acts;
- ❑ Relevant industry codes of practice
- ❑ pricing procedures including Goods and Services Tax (GST) requirements;
- ❑ manual handling;
- ❑ waste disposal;
- ❑ environmental protection;
- ❑ industry codes of practice;
- ❑ food safety regulations;

What Recognition will you achieve?

Where demonstrated competencies have been achieved in accordance with the endorsed Australian Quality Training Framework (AQTF) standards, a Statement of Results can be issued for those competencies successfully completed in this course. These can be combined with additional competencies achieved later, and together may build towards the issuing of qualification, at Certificate II plus. A certificate will be issued upon successful completion of this module.

How will you be assessed?

Demonstration of competencies for this qualification is achieved via formal assessment. Participants complete a work related project/activities, which incorporates the range of competencies covered for each unit.

Will you be eligible for subject exceptions?

The units can be completed through attendance at MTG training courses. You may have already attained some competencies covered in the units through previous training, work, or life experience. If you feel you can already demonstrate a competency, then you should apply for **Recognition of Current Competencies (RCC)**. An RCC application form can be found in the MTG trainee welcome kit where you can fill out and fax back to us on (03) 9854-6124 or simply visit our website on www.matrixtraininggroup.com/downloads.php In order to download this application.

What training materials and training aids will you have?

1. **Learner Guides:** - Matrix Training Group will supply each trainee with a module for each unit which contains must know information, learning activities and projects, which will keep you enthusiastically involved in the course. Upon completion of each module these activities will be handed in to the trainer, assessed then returned to trainees with relevant comments to keep you informed with your progress.
2. **Online Support:** - Your Trainer is always available through E-mail & Website support. Our website address is www.matrixtraininggroup.com
3. **Telephone Support:** - You may call your trainer during business hours for over the telephone support.