



# MEAT PROCESSING

## APPRENTICE TRAINING INFORMATION AND REQUIREMENTS

### HELLO AND WELCOME TO TasTAFE!

We look forward to working with you during your training and assessment at TasTAFE and/or onsite.

The way you undertake the training and assessment for your qualification can be varied – it can be off the job (at a TasTAFE campus) or on the job. But it can also be a combination of both.

How your training and assessment is completed will be negotiated with your employer, your TasTAFE trainer and as well as with yourself. However you undertake this, it will include both practical and theory-based work.

Training and assessment undertaken off the job at TasTAFE will be based around realistic simulated projects, and any training and assessment undertaken on the job will utilise your daily work tasks.

### CONTACT US

If you have any questions about your Apprentice Training at TasTAFE, please give us a call on **1300 655 307**.

### TRAINING

Training is held at our TasTAFE facility in Hobart, in the workplace – or a combination of the two.

The latest training resources for workplace-based training are also available.

### ATTENDANCE TIMES FOR OFF-THE JOB TRAINING

#### HOBART CAMPUS

ROYAL HOBART SHOW GROUNDS, HOWARD ROAD,  
GLENORCHY

- Monday to Thursday 8am – 4.30pm,
- Friday 8am – 1pm

For all regions – allowing for safe travelling times  
(North, Northwest)

### STUDENT RESIDENCE

Accommodation may be available at the Student Residence in Hobart (Clarence Campus). Bookings are essential – please contact Clarence 6165 6591 or email: [studentresidenceth@education.tas.gov.au](mailto:studentresidenceth@education.tas.gov.au)

## TRAVEL/ACCOMMODATION ALLOWANCE

If you are entitled, accommodation and/or travel allowance are paid by the Tasmanian Government at the end of each off-the-job training period.

Please bring your bank account number and BSB details with you to your first TasTAFE training date to complete a travel form on your first day.

## CAMPUS REGULATIONS

- Mobile phones may be used as calculators, but must be on 'silent' or switched off during any training and assessment.
- Under the Public Health and Safety Act, TasTAFE is a smoke-free environment.
- Eating and drinking (other than water) is not permitted in the classrooms or workshops.
- TasTAFE has a zero tolerance to vehicle hooning within the campus grounds. If you are seen doing so you will be banned from parking onsite. Drive safely and within speed limits.

## MANDATORY STUDENT REQUIREMENTS

All students attending training and assessment at TasTAFE are required to bring the following prescribed equipment and work wear:

### RESOURCE REQUIREMENTS

The full cost for resources are included in your first invoice and are non-refundable after commencement of unit of competency.

### EQUIPMENT REQUIREMENTS

Students are required to have the following equipment as part of their training:

- acceptable workplace uniform, shirt, coat and apron – clean daily
- full kit – belt or chain, steel, pouch, steak knife and boning knife (at a minimum)
- acceptable workplace Personal Protective Equipment (PPE): mesh glove, mesh apron (if worn)
- closed in safety shoes.

## OCCUPATIONAL HEALTH AND SAFETY

In keeping with accepted industry practice (and to ensure we meet our duty of care responsibilities for apprentices whilst they are training with us) all students must comply with Personal Protective Equipment (PPE) requirements.

**Failure to comply with these requirements will result in being refused admission to practical areas until the appropriate equipment or clothing has been obtained.**

## SKILLS SETS AVAILABLE

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.

We offer numerous skills sets within the MTMI I training package (approximately 40) including:

- game harvester skill set
- animal welfare
- basic bandsaw operator skill set
- knife sharpening skill set.

## FEE PAYMENT

Apprentices and Trainees are responsible for organising fee payment. 2016 training fees apply with fees capped at \$1,600 or \$300 for eligible concession.

Please contact your local Administrative office for further information in relation to your fees.

### IF YOUR EMPLOYER IS PAYING YOUR FEES:

If your employer is paying your fees, your employer **MUST** complete and sign a Sponsor Form which can be obtained from administration staff and presented at time of enrolment being processed.

### IF YOU ARE PAYING YOUR FEES:

TasTAFE has an up-front fee payment policy, requiring you to enrol and pay your fees prior to the commencement of any training or assessing.

If you are unable to pay the total amount, you may take advantage of our instalment plan. This involves paying a deposit of 25% of your fees prior to commencing training, then paying the balance in agreed instalments over a six month period.

If fees remain outstanding results will be withheld until the amount owing is paid in full. *No Certificates can be issued if you have outstanding fees.*

For more details on fees and the refund policy please refer to TasTAFE website or Student Information Handbook.