



# Government public health stream training program at export abattoirs for university veterinary students

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## Purpose of this document

This document provides the outline and requirements to complete the government public health stream training program at export abattoirs (training program).

## Roles and responsibilities

The following table outlines the roles and responsibilities undertaken in this document.

Role	Responsibility
Program officer, Technical Training and Instructional Material team, Export Meat Program	<ul style="list-style-type: none"> <li>Organise access to departmental systems for students, such as Learnhub (the department's Learning Management System).</li> <li>Organise departmental staff to deliver induction training week 1 on campus.</li> <li>Liaise with veterinary school university course coordinator regarding room requirements for induction and oral presentations.</li> <li>Each year distribute to all veterinary school university course coordinators the list of approved establishments/OPVs.</li> </ul>
Veterinary school university course coordinator	<ul style="list-style-type: none"> <li>Ensure each student meets eligibility requirements for the training program with the department and advise the program officer</li> <li>Witness the student's signature and sign the student's Confidentiality Deed prior to week 1 induction day.</li> <li>Provide the program officer with student details to facilitate access to restricted department systems.</li> <li>Organise venues for training program induction and workshops held on university grounds.</li> <li>Organise student placements at abattoirs from the department approved list (provided annually by the program officer).</li> <li>Where required, participate in training program assessment activities.</li> <li>May be required to countersign a department job card against the 'Supervisor' fields in that document.</li> </ul>
Veterinary student	<ul style="list-style-type: none"> <li>Ensure they meet eligibility requirements and advise the veterinary school university course coordinator.</li> <li>At least 4 weeks prior to induction arrange attendance with the assigned establishment's On-Plant Veterinarian (OPV).</li> <li>1-2 weeks prior to induction follow up with a confirmation to the assigned OPV to confirm attendance.</li> <li>Sign the department's Confidentiality Deed prior to week 1 induction day (the departmental representative will sign at induction).</li> <li>Upload the signed Confidentiality Deed in Learnhub on the day of induction. <b>Note:</b> Students will not be granted access to online modules or permitted on-plant until the Confidentiality Deed is signed and uploaded.</li> <li>Attend induction day on campus week 1.</li> <li>Attend site visits at approved public health stream export abattoirs (list will be provided prior to commencement).</li> <li>Read the training materials thoroughly prior to arriving on-plant.</li> <li>Ensure all job cards are completed, signed off and uploaded into Learnhub prior to completion of the training program.</li> </ul>

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Role	Responsibility
	<ul style="list-style-type: none"> <li>• Successfully complete all the requirements of the training program.</li> <li>• Ensure completed assessments are submitted within required timeframes.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Due to work commitments, the OPV at times, may be unable to accept students and have to cancel or reschedule arrangements at short notice.</li> <li>• The student is to accept that the OPV's immediate work responsibilities and priorities take precedence over training the student during their placement.</li> <li>• The training materials and exposure to situations on-plant is tailored to students with knowledge of Australian farming and industry systems. Students with no previous experience in these areas may find some parts of the stream challenging.</li> </ul>

## Work health and safety

- The veterinary school university course coordinator will ensure that veterinary students:
  - understand the third party premises work health and safety (WHS) policies and procedures
  - undergo WHS site induction prior to entering the secured area
  - undertake the following university specific WHS requirements:

University	Veterinary student requirements
Murdoch University	<ul style="list-style-type: none"> <li>• undertake a Learning Management System unit that encompasses a number of subunits for preparing for off-campus placements (including streaming) which include generic WHS (this is done in third year).</li> <li>• when travelling greater than 100 kilometres from university and staying overnight, complete a travel registry and submit it to the College Administrative Team.</li> <li>• upload all of their forms related to any streaming placement on SONIA (the placement management software used at Murdoch).</li> </ul>
Sydney University	<ul style="list-style-type: none"> <li>• to familiarise themselves with The University of Sydney policies related to WHS located at <a href="http://sydney.edu.au/whs">sydney.edu.au/whs</a>. In particular students will be directed to the following policies and guidelines: Fieldwork Safety Guidelines; Incident and Accident Reporting and Investigation.</li> <li>• report all incidents, no matter how minor they may initially appear, to the University of Sydney Placement Unit within 48 hours using the University Injury and Incident Report Form.</li> <li>• to work with third party premises WHS site induction manager to complete a Student Placement WHS Induction Checklist during the third party premises WHS site induction. Students are required to return a signed copy of the checklist to the University of Sydney Placement Unit.</li> </ul>

- The person conducting the business undertaking (PCBU) and employers, premises owners or managers at a third party premise will advise veterinary students and the veterinary school university course coordinator of any possible health and safety risks they may be exposed to.
- Third party premise will provide the veterinary student with:

- an on-site induction (day 1) that includes emergency procedures, personal protective equipment requirements and any workplace hazards and risks to health and safety prior to gaining access to any secure areas.
- the required personal protective equipment and instruction on how to use it.
- The veterinary student must conform to any WHS procedure, protective equipment and vaccination requirements of the third party premises.
- The OPV will supervise the veterinary student.
- Any tasks performed by the student will be under the direction of the OPV and in accordance with the department's relevant instructional material.
- While attending the third party premises, the veterinary student must take reasonable care to:
  - ensure their own health and safety
  - that their acts or omissions do not adversely affect the health and safety of other persons in the workplace
  - cooperate with health and safety guidelines, instructional material and procedures
  - comply with any reasonable instruction given in relation to health and safety to enable the department to meet its obligations under the [Work Health and Safety Act 2011 \(Commonwealth\)](#) (WHS law) and any legislative instruments executed under that Act
  - comply with any reasonable instruction given in relation to health and safety to enable a third party to meet its obligations under the WHS law.
- In the event of a WHS incident, the student will report the incident to the university course coordinator, third party premise and the department (OPV). The OPV will report the incident to the department on behalf of the student.

## Program overview

The training program provides veterinary university students with theoretical and practical experience of the roles and responsibilities of a government OPV in export registered abattoirs.

### What are the eligibility requirements?

A student attending a veterinary medicine/surgery course at an Australian university and wanting to participate in the training program can apply provided they are fit to be able to complete the training program. Students must be vaccinated against Q Fever.

Note that students should be fit enough to be able to move in and around an abattoir operational environment.

**Important:** If students are seeking employment with the department, they will be expected to meet the department's employment eligibility criteria e.g. must be an Australian citizen.

### Is there a limit to the number of students accepted into the program?

Yes. To ensure the OPV can safely supervise the students and meet their competing work commitments, the department limits the number of students participating in the program.

The following restrictions apply:

- no more than two students per OPV at any one time
- no more than six students under the mentorship of an Area Technical Manager (ATM) at any one time.

## Confidentiality

Before commencing the program, students are required to sign a Confidentiality Deed. This deed needs to be read and understood and the student needs to comply with the requirements contained within the deed.

The student will not be able to undertake the program without a signed, witnessed deed provided to the department.

## What does the program consist of?

The training program operates during a period agreed between the department and the university and most commonly runs for 12 weeks.

The training program consists of:

- induction (one day during week one (1)) held on campus
- 13 online courses and assessment followed up with practical assessment against job cards
- practical placements (For example, commencing week two (2) through to week 11 for a 12 week training program), rotated between three (3) abattoirs (ensuring you cover different species)
- two written assignments due to be handed into the ATM for marking prior to completion of the training program
- one oral presentation to be delivered during the final week of the training program.

## Program Structure – Modules, lectures and job cards

The following tables provide an overview of the on-plant activities the student is to complete throughout the training program.

### Example 12 week training program structure

Stream Week	Module title
1	<ul style="list-style-type: none"><li>• On campus induction (1 day)</li><li>• Module 1 – Export Meat Fundamentals</li><li>• Module 2 – Export Control legislation</li></ul>
2	<ul style="list-style-type: none"><li>• Module 3 – Ante-mortem</li><li>• Module 4 – Animal welfare</li></ul>
3	Module 5 – Post-mortem
4	<ul style="list-style-type: none"><li>• Module 6 – Principles of auditing and verification</li><li>• Module 7 – Meat Industry Quality Systems</li></ul>
5	Module 10 – HACCP
6	<ul style="list-style-type: none"><li>• Module 8 – Sanitary dressing principles and practices</li><li>• Module 9 – Hygiene and sanitation</li></ul>
7	Module 12 – Residues program
8	Module 13 – Emergency Animal Disease Preparedness at abattoirs
9	Module 19 – Certification integrity and product traceability
10	All job cards must be completed, signed by OPVs and ATM assessors and uploaded to Learnhub by no later than Friday, 5:30pm

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Stream Week	Module title
11	Written scenarios submitted to the ATM (by email) no later than Wednesday 5:30pm.
12	Deliver oral presentation on campus.

### Key deadlines during the example training program structure:

The following table outlines the key deadlines of the training program.

Deadline	Description
Friday, week 10	<ul style="list-style-type: none"> <li>all knowledge assessments successfully completed in Learnhub, and</li> <li>all completed, signed job cards uploaded to Learnhub.</li> </ul>
Wednesday, week 11	all written scenarios submitted (emailed) to the ATM and university.
Week 12	student delivers oral presentation on university campus.

### What is covered in the training modules?

Each module focuses on different aspects of the OPV competency skills. Knowledge assessment components of the modules are accessed online, and followed up with practical sessions on-plant. Students are to complete the online component of each module prior to arriving on-plant. Ideally it is best practice to complete the theory before experiencing the practical component on-plant (refer [Example 12 week training program structure](#)). There will not be time to complete knowledge assessments while on-plant.

### Practical component at the export abattoir

The main objective of establishment placements is for students to, where possible, have practical exposure to the theoretical areas they are studying in the online modules. Students will then be given an opportunity to demonstrate competency skills outlined in the job cards.

The student will be placed with an OPV. The student will also have the support of an ATM during the program.

Students must undertake a minimum of two full days on-plant per week (for example, weeks 2-11 during a 12 week training program) and must arrive on site early on their first day at each plant to complete site specific WHS induction.

Due to operational requirements, practical contact with the OPV is set at two days per week over the duration of the program. Any further contact is at the discretion of the OPV and establishment management and must not adversely impact the duties and responsibilities of the OPV. There will be times when the student is not going to be able to see things on-plant, however the OPV will take the opportunity to show as much as possible in the available time.

Copies of current departmental work instructions may be obtained on request from the OPV. These will help the student understand other essential elements in OPV verification requirements related to each module.

The student will need to refer to the current Approved Arrangement Guidelines that outline the legislative framework. This aids in verifying on-going compliance of food safety and product integrity management systems of establishments in the Australian meat industry.

It should be noted that OPV involvement in this program is voluntary. The OPV performs this supporting and coaching role above their regular duties. The duties are not cost-recovered from industry.

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## Abattoir rotations

The hosting abattoirs will be determined by the ATM and Field Operations Manager.

The following table provides an example of an overview of abattoir rotations the student is to complete throughout the training program.

The example assumes the student has access to only three abattoirs with each processing a different species on a 12 week training program.

Stream week	Students 1 and 4	Students 2 and 5	Students 3 and 6
1	Induction on-campus (1 day)		
2	Abattoir A	Abattoir B	Abattoir C
3	Abattoir B	Abattoir C	Abattoir A
4	Abattoir C	Abattoir A	Abattoir B
5	Abattoir A	Abattoir B	Abattoir C
6	Abattoir B	Abattoir C	Abattoir A
7	Abattoir C	Abattoir A	Abattoir B
8	Abattoir A	Abattoir B	Abattoir C
9	Abattoir B	Abattoir C	Abattoir A
10	Abattoir C	Abattoir A	Abattoir B
11	Abattoir A	Abattoir B	Abattoir C
12	Oral Presentations delivered on campus.		

**Note:** An actual schedule reflecting abattoir rotations will be mutually agreed between the veterinary school university course coordinator and the ATM.

## Assessment

Australian Quality Training Framework (AQTF) Standards state that assessment must be based on what is sometimes termed the 'rules of evidence'—validity, reliability, fairness and flexibility. This is also good teaching and assessment practice and ensures the best learning outcomes for students.

### What are the rules?

- Validity means that the evidence relates to the unit competency, addresses essential skills and knowledge, dimensions of competency and employability skills.
- Reliability means that the assessment tool and process will produce consistent outcomes when applied by a range of assessors in a range of contexts.
- Fairness means that the assessment will not disadvantage any person and will take into account the characteristics of the person being assessed.
- Flexibility means that the assessment tool and process allows for assessment in a range of assessment contexts.

Students will be awarded a rating based upon their performance in the assessment.

### **Weighting of assessment**

Successful completion of training modules (knowledge assessments and job cards)	50%
2x written assessments	15% each
Oral assessment	20%

**Note:** Where the student's responses to scenarios or presentations are assessed by more than one departmental approved assessor (e.g. to validate the process to ensure marking is consistent, or when a panel convenes to discuss the performance of the student), and there is more than 10% difference in the grade, the average mark will apply; otherwise, the lower mark will apply.

### **What is the structure of module assessments?**

Each of the training modules to be completed in the training program comprises a knowledge assessment and job card.

1. Knowledge assessments are accessed and completed online. The pass mark varies from 80%-100% depending on modules. If a student does not pass a knowledge assessment on their first attempt, they will be able to retake the assessment after a lock out period (4 hours). This is to encourage the student to review the course material before attempting the questions again.
2. The job card is an on-the-job skills assessment. There is a job card for each module which can be downloaded and printed out from the department's learning management system (Learnhub). The job card identifies the activities, elements and performance standards that the student is required to complete. (Modules 1, 13 and 19 do not contain a job card component).

### **Who can assess my performance against the job cards?**

Day to day performance on-plant will be determined by the designated OPV. The OPV will use the job cards to determine if the student has demonstrated they meet the required performance standards.

- The OPV will sign and initial against each element once they have assessed the student as competent. More than one OPV may sign each job card. The last OPV to review the job card should sign the last page of the job card against the 'Supervisor' field.
- The ATM will determine overall competency, complete and sign the job card against the 'Assessor' fields in that document.
- The veterinary school university course coordinator may countersign the job card against the 'Supervisor' fields in that document.

### **Written and oral assessment**

A series of hypothetical scenarios will be developed by the OPVs and senior technical managers.

The student will be provided with three scenarios:

- one of the scenarios provided must be submitted as a written assessment
- of the remaining two scenarios, you can choose which one you submit as a second written assessment and the other must be used for your oral presentation.

The scenarios will illustrate the sort of situations an OPV might find themselves in on a day-to-day basis which may result in conflict, confrontation, etc.

The aim here is to make the student think not only about technical issues but also overall skills related to managing, leadership, negotiations and communications.



## **What will the student need to consider?**

The student will need to consider:

- how they would react in such situations
- how this may cause reactions in the people they are interacting with
- how they would navigate the process to get an effective outcome.

## **Written assessment format**

The student will be required to answer each scenario in no more than two pages at Calibri size 11 font. 10% of your marks will be deducted for going over this limit.

The assessment is not looking for a response that is excessively detailed. Ensure your answer includes the major points covering the scenario.

Both the management and technical components are weighted equally.

Provide references using the standard format.

**Each written scenario will be marked out of 20 and is weighted as 15% of your final grade, (that is 30% total).**

## **Oral presentation**

The aim of the oral presentation is to:

- provide the student with sufficient tools and feedback to satisfactorily complete a departmental employment application and interview in the future
- demonstrate how the student would solve operational issues affecting OPV roles.

The student is required to:

- focus on solving the case
- refer to the knowledge and technical skills attained during the program
- consider broader skills such as management, leadership, negotiation and communication contextualised to the student's experience and their understanding of the role of an OPV and team work.

The audience will comprise one or more managers from the Meat Exports Branch in addition to university lecturers and peer group veterinary students.

The allocated time for the presentation is 25 minutes. This will be followed by up to 15 minutes of questioning by the audience.

## **Question time**

During the question time component after the presentation, students will be required to outline the approach they took for their scenario. The student's approach will then be opened to members of the audience and the panel for questions. The student will have the opportunity to defend their approach.

**Both the presentation and the oral defence will be marked out of 10 and are worth a total of 20% of the final grade.**

## **Maintaining confidentiality**

When describing a situation, in both the written and oral answers, the student's response should be as accurate as possible without naming the OPV, establishment or species.

## Summary of assessments and contribution to overall mark:

The following tables provide a summary of the breakdown of marks for assessments submitted.

Type of assessment	Maximum contribution to overall mark
Knowledge assessments and job cards	50%
Written responses to scenarios	30%
Presentation and questioning	20%

## Final assessment grade

The following table outlines the rating system that will be applied to rate the student's overall performance in the assessment.

Assessment mark	Rating awarded
greater or equal to 95%	high distinction
between 90 and 94%	distinction
between 85 and 89%	credit
between 80 and 84%	pass
less than or equal to 79%	fail
did not submit or participate in assessment	fail

The student must pass all components of the program to pass the course.

**Any student who is dissatisfied with an assessment outcome may be eligible to appeal this decision. A student seeking an appeal must contact the assessor at [exportmeattraining@agriculture.gov.au](mailto:exportmeattraining@agriculture.gov.au).**

## Recognition of completion

Upon successful completion the student will receive an Australian Government Trainee On-Plant Veterinary Officer certificate.

This certificate may be used by the student if they are seeking employment with the department as an OPV to provide evidence they have gained experience and understanding of the roles and responsibilities of an OPV.

## Future employment

If a previous student gains employment as an OPV with the department, they will be required to complete the department's current induction programs at the time of engagement.

Students who are interested in applying for any advertised vacant positions are reminded that OPVs are Australian Public Servants. Under the *Australian Public Service Act 1999*, only Australian citizens are eligible to become Commonwealth of Australia public servants.

**Note:** In exceptional circumstances this pre-requisite requirement may be waived by the secretary of the department with the proviso that the applicant has already attained permanent residency and is already in the process of applying to become a citizen of Australia at the time of applying for the position within the Commonwealth.

## Related material

More information about exporting meat and the controls in place can be found on the Department's website, under Meat Exports: <http://www.agriculture.gov.au/export/controlled-goods/meat>

The Electronic Legislation, Manuals and Essential References (ELMER) contains links to legislation, Australian Standards, guidelines etc. relevant to exporting meat and meat products. ELMER is located on the department's website at <http://www.agriculture.gov.au/export/controlled-goods/meat/elmer-3>.

## Version history

The following table details the published date and amendment details for this document.

Version	Date	Amendment details
1.0	17/07/2015	New reference document on the department's website, which is linked to the Instructional Material Library. This reference document is provided to veterinary students approved by the Export Meat Program to participate in the government public health stream at abattoirs.
1.1	05/08/2015	Updated version to reflect comments received from university course coordinator.
1.2	03/12/2015	Updated version to promote flexibility within system to meet university course structures.
1.3	01/08/2016	Updated version: updated eligibility criteria section updated work health and safety section new section on accepting receipts
2.0	01/10/2018	Reviewed in line with changed VPH stream outcome.