

Assessment Plan - Butcher

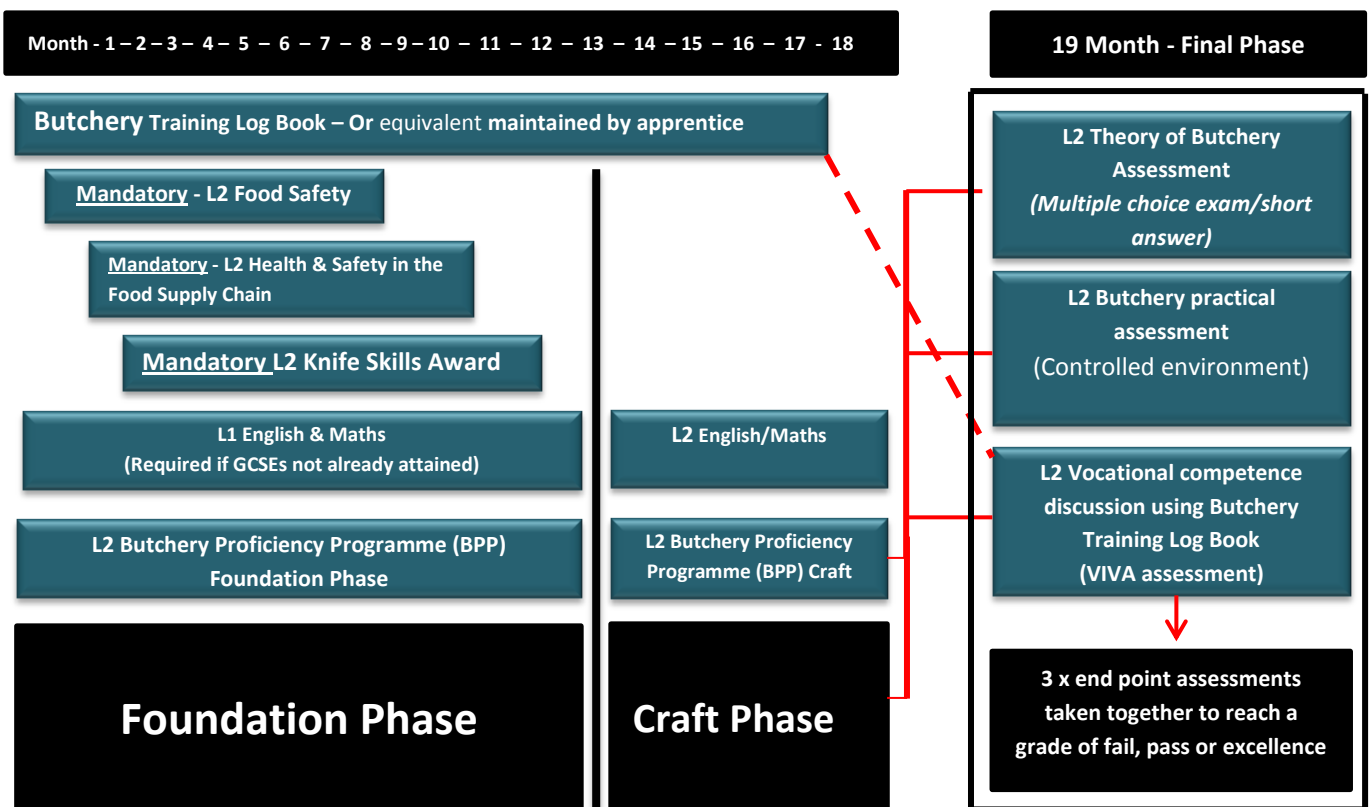
1. Introduction and Overview

This apprenticeship is designed to operate as the professional standard for people working as butchers within retail and processing environments across the meat and poultry industry. The model has been driven by the Butchery Employer Trailblazer Group (BETG) made up of small, medium and large employers. The BETG has also received backing from the Institute of Meat (IoM) - the sectors Professional Body, with assessment expertise provided from the Food and Drink Training and Education Council (FTC) and additional support from the key industry trade bodies.

For centuries butchers have worked to a principle of ‘mastery’ and this standard follows a traditional path for apprentices to learn their craft on the job before undertaking a range of end point assessments that prove knowledge, skills and behaviours are understood and applied. This paper will describe the apprentice’s ‘journey’ through a programme of foundation and craft training that is designed to prepare the butcher for the final phase of synoptic end point assessments.

The foundation and craft phases illustrated below will typically take 18 months to complete. Following a sign off of their Butchery Training Log Book by the employer, confirming the demonstration of competence against the skills, knowledge and behaviours across the standard the apprentice will submit their log book to the Apprenticeship Assessment Organisation and prepare to undertake three separate assessments that taken together will synoptically test knowledge, practical skills and industry behaviours in an integrated way at the end of the programme.

2. The Assessment Journey – Timelines and outcomes



3. Summary of Assessment - Content & outcomes

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On commencement, the BETG recommends that apprentices apply for a **Butchery Training Log Book** that will be available in the public domain and accessible on line or in hard copy from the Institute of Meat (IoM) at www.instituteofmeat.org.

The log book spans the three phases of the standard and is a **compulsory** component that feeds directly into the final end point assessment that takes the form of vocational competence (VIVA) discussion (section 4.3).

The log book rekindles a traditional method for recording knowledge, skills, behaviours and performance in the butchery industry and similar to a training manual it will offer step by step detail on outcomes and formal review points when the employer and apprentice will appraise progress. The log book will document in percentage terms the proportion of on/off the job training that has taken place over the period with at least 20% of their employed time off the job. In addition, it will record the apprentice's achievements as they progress through the foundation and craft phase of the standard and contain copies of the certificates gained from completing the mandated qualifications in food safety, health and safety and knife skills.

The Log Book will also offer helpful advice and preparation tips for end-point assessment including scenario planning exercises, mock testing techniques and a self-assessment checklist that will signal readiness when applying for the final phase. Employers/training providers are free to devise their own version of the log book and guidance on content will be made freely available from the IoM.

Following sign off of the Butchery Training Log Book by their employer the apprentice will be required to submit their log book or adopted method for recording key standard information for review by the Independent Assessor who will also check qualification outcomes, as well as glean personalised information that will assist the final vocational competence discussion (VIVA) assessment. The Log Book will be made available to the Apprenticeship Assessment Organisation at least 7 days prior to the appointed day of end assessment; this will enable prior inspection, review and planning activity to be undertaken by the Independent Assessor.

3.1 Mandatory Short Qualifications to be achieved

During the early weeks on programme, the apprentice, employer and appointed provider will also agree a schedule for start and completion of the three short qualifications to be undertaken as part of the standard. These qualifications were agreed and inserted into the standard by the Butchery Employer Trailblazer Group (BETG) for compliance purposes within the food industry. The qualifications are universally available from recognised Awarding Organisations (AO) and appear on the register of regulated qualifications. The assessment type, method and description are shown in 3.3 to 3.5 below

3.2 Level 2 Award in Food Safety for Manufacturing

Type	Method of assessment	Description
Knowledge	Assessment of this qualification is by multiple-choice examination, which is set by the AO, marked by the approved centres and subject to internal & external quality assurance.	This is a shared Qualification Credit Framework (QCF) qualification with common units that are relevant to the food industry and contained within the national regulated framework Purpose The QCF qualification is designed for learners who are working in a food industry/retail/supply chain. The aim of these qualifications is to assess underpinning knowledge to recognised National Occupational Standards.

3.3 Level 2 Award in Health and Safety in the Food Supply Chain Business

Type	Method of Assessment	Description
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Knowledge	Assessment of this qualification is by multiple-choice examination, which is set by the AO, marked by the approved centres and subject to internal and external quality assurance.	This is a shared QCF qualification with common units that are relevant to the food industry and contained within the national regulated framework. Purpose This qualification is designed to develop knowledge and awareness, and recognise H&S achievement of learners who are working in a food manufacturing, retail or food supply chain operative role. It has been designed to cover all aspects of the food supply chain industry.
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3.4 Level 2 Award in Knife Skills for Food Processing

Type	Method of Assessment	Description
Skills	This qualification is assessed by a portfolio of evidence and will follow AO rules for internal moderation and standardisation.	This is a shared qualification that is dedicated to the Meat industry and part of the national regulated framework. These qualifications are available from an Ofqual recognised AO. Purpose This qualification is designed for those working in food processing /retailing. It is designed to recognise achievement in the safe and effective use, knowledge and understanding of professional knife skills in food operations. This qualification comprises a mandatory unit in the understanding of the safe use of food knives, and optional units where learners can qualify in relevant knife skills in meat.

3.5 Level 1 English and Maths

Apprentices without level 1 English and maths will need to achieve this level and apprentices without level 2 will need to take the test for level 2 English and maths, prior to completion of their apprenticeship.

3.6 Butchery Proficiency Programme (BPP) – Foundation and Craft

The Butchery Proficiency Programme (BPP) spans the foundation and craft phase of the standard and provides the traditional platform on which the apprentice will ‘learn the craft’ and gradually acquire and demonstrate the knowledge, skills and behaviours across the butchery standard. On completion of the foundation phase (typically 12 months) the apprentice will progress to the craft phase of the apprenticeship and this should be commensurate with increasing responsibility, productivity and some extended activities in the workplace that should be assessed using a range of on programme methods that best prepare and equip the apprentice for the final phase and end point assessment.

The BETG has **not prescribed** a qualification as part of the Butchery Proficiency Programme (BPP) component; this was confirmed in the July 2014 approved standard that states: ***‘Employers, working with their external training provider, have the discretion to select and tailor an appropriate range of learning and training modules that will meet the needs of the apprentice.’***

It is therefore recommended that employers, working together with their providers should utilise their **freedoms** for apprentices to evidence ‘proficiency’ during the BPP by choosing **one of two** (d1 or d2) options shown below to;

3.7 develop a personalised Butchery Proficiency Programme (BPP) that should adhere to the knowledge, skills behaviours and essential retail or processing skills that are set out in the standard as shown in **Annex 1** of this paper. This can be a **non-accredited** approach and parties can draw upon information contained in the Butchery Training Log Book to assist in the design and implementation of a programme tailored to obtain evidence of knowledge, skills and behaviours that can be stored in the log book or via a standalone portfolio

or

3.8 register the apprentice for a proficiency qualification such as a **Level 2 Butchery Craft Certificate** that is freely available from Awarding Organisations. Assessment by portfolio of evidence using continuous and on

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programme assessment methods will be employed in accordance with Awarding Organisation rules for internal quality assurance.

The Level 2 **Butchery Craft Certificate** is merely suggested as offering a viable option for employers, apprentices and providers to consider as a way of determining through on-going assessment the apprentice's readiness for the final phase of assessments.

Butchery has for centuries trained to mastery and craft principles so the apprenticeship reforms have provided an opportunity for the meat industry to re-establish the traditional values of learning a craft based trade that has key disciplines and behaviours to be adhered to whilst utilising knowledge to underpin dexterous hand skills. For many butchers, the end point assessment requirement is 'going back to the future' as demonstrating craft was/is a traditional way to showcase hand to eye coordination of skills and capability.

The final phase of the apprenticeship will require the successful completion of three mixed methods of end point assessments that taken together over the course of a day will enable the apprentice to synoptically demonstrate the knowledge, skills and behaviour expected from a competent butcher.

The responsibility for developing and setting the end point assessments will rest with the Apprenticeship Assessment Organisations that are approved to offer their services to employers on the butchery standard across the English regions. The expectations for the planning, hosting, organisation and quality assurance of Apprenticeship Assessment Organisations are explained in further detail in section 6. Only Apprenticeship Assessment Organisations that appear on the Skills Funding Agency (SFA) Register of Apprentice Assessment Organisations (RoAAO) will be enabled to operate across England.

The final assessments will contain three components; all of these components must be passed for the apprentice to be deemed competent in the 'round' in their role as a competent butcher. The three separately examined end point assessments will be set, carried out and marked within an independent assessment structure as shown:

No	Component Title	Assessment Method
1	Theory of Butchery Knowledge	Multiple choice with synoptic coverage of butchery
2	Practical skills & knowledge test	Synoptic practical observation
3	Vocational competence discussion	VIVA format combined with supplementary information gleaned from the apprentices pre-assessed Log Book

The above assessments will take place on the same day at regional 'testing centres' that will be operated by the Apprenticeship Assessment Organisations approved to offer butchery standard services in England. The Apprenticeship Assessment Organisations will appoint, train and approve the Independent Assessors who will be a qualified assessment practitioner but importantly must also be a butcher by profession with requisite experience of quality assurance in the food industry. Independent Assessors must have no connection with the apprentice and the apprentice's employer or training provider. Independent Assessors will be required to attend at least 2 full days of professional continuing professional development (CPD) and training each year as a minimum requirement of their role. Following standard operating procedures the Independent Assessors will pre assess the apprentice's log book and collect relevant information in order to prepare, conduct and appraise the apprentice's performance for the three separate end point assessments that will result in a final judgement and grade.

The Apprenticeship Assessment Organisations will be responsible for quality assuring the three tests that will take place in approved regional centres across England. The Apprenticeship Assessment Organisations will by attachment or through deployment coordinate the Independent Assessors as required across the regions and

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ensure their independence. This will be overseen by a senior officer at the Apprenticeship Assessment Organisation acting in a Chief Moderator (CM) role he/she will have responsibility for national centre approval arrangements and for moderation and quality assurance practices such as standardisation meetings and conducting peer observations.

The Chief Moderator will have responsibility for setting up and maintaining the national framework for centre performance that will include moderation of testing, analysis of results and candidate care.

The end assessments will result in the following grade descriptors: fail, pass achieved or excellence achieved. **(Grade descriptors shown in section 5)**

4.1 Theory of Butchery Knowledge (ToBK) Test

The purpose of the test is to ensure all butchers show a common standard of understanding that aligns with the standard's knowledge, skills and behaviours. The Theory of Butchery test is synoptically devised with the Apprenticeship Assessment Organisation responsible for the design and generation of butchery questions that must be securely stored to an online platform or bank. The TOBK 'bank' will comprise several hundred questions that are maintained by the Apprenticeship Assessment Organisation and must correlate with the knowledge, skills and behaviours of the butchery standard. In addition the Apprenticeship Assessment Organisation will ensure the testing facility has the usual randomisation functionality associated with the management of sophisticated user end-assessment services.

The Theory of Butchery Knowledge test(s) will require 60 questions to be answered using a synoptically devised multiple choice platform that will assess accumulated core knowledge and understanding from across the apprentice's learning and skills programme. The test will have a timed duration of 90 minutes and take place in a suitably controlled environment conducive for examination

The ToBK test will have adapted versions available for those working in retail and/or processing environment with further randomisation made for those working predominantly in a red or white meat environment. The ToBK test will be developed and delivered in line with 'regulatory' principles that allow for a paper based and/or online approach and will adhere to the usual controlled environment requirements including clear instructions for reasonable adjustments, appeals and complaints.

The Apprenticeship Assessment Organisations will take responsibility for the usual invigilation, safe handling of the test papers, answer keys and associated control documentation. Apprenticeship Assessment Organisations will develop and implement a range of clearly referenced support tools and training services for the approved testing centres that are to host the ToBK assessment. Test Centre handbooks (like those used in Awarding Organisation arrangements) will outline the independent administration, invigilation, marking and recording of tests.

Following the test, the online results will be available on demand or paper based assessments will be internally marked and recorded by the authorised person at the Test Centre who is pre-approved as part of the service arrangement with the Apprenticeship Assessment Organisation. The test marker must be independent from the apprentice's programme and will be following common internal quality assurance (IQA) practice. The candidates result will be notified to the Independent Assessor in advance of the practical skills test. The ToBK test will result in a fail, pass or excellence grade and it will contribute to **25%** to the weighting of the final apprenticeship certificate.

4.2 Butchery Practical Skills Test (BPST)

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The butchery practical skills test (BPST) is a robust, timed (60 mins) assessment requiring candidates to perform a common and everyday task required of them in their working environment. The BPST will be designed and operated by the Apprenticeship Assessment Organisations using a quality assurance format developed and delivered in line with regulatory principles. The BPST will be synoptic with candidates required to display knowledge and demonstrate practical skills and behaviours across a scenario based task that reflects a key activity expected of a competent butcher.

A small range of BPSTs will be designed to enable candidates to apply for the most appropriate test that best matches their working environment and the species of meat they may specialise in.

For example, a candidate working in a pork processing plant will be able to request a test that reflects an everyday scenario from their working environment. In the case of the pork processing butcher, the timed scenario (to reflect plant pressures) may focus on how well the candidate:

- adheres to the strictly enforced food hygiene legislation and personal safety operating procedures throughout the cutting task
- demonstrates knife dexterity in the practical craft of primal meat separation from carcass using varying techniques such as boning, slicing, trimming and filleting with the minimum of waste
- cuts to a specified size, weight and tolerance level ensuring the finished article is correctly wrapped, sealed, labelled and ready for wholesale to customer specifications (scenario)
- routinely solves a problem as part of the scenario, for example has to sharpen a knife or be able to respond to an audit/traceability question.

Equally, a high street retail butcher will have a similar 60 minute timed test with a scenario that may focus on how well the candidate:

- adheres to the strictly enforced food safety and hygiene legislation (inc PPE) and personal safety operating procedures throughout the cutting task
- demonstrates knife dexterity in the practical craft of primal and/or secondary meat separation from carcass/bone using varying techniques such as slicing, trimming, mincing and filleting with the minimum of waste
- makes selected (scenario) fresh cuts to a varying size and weight to the customers requirement both for counter presentation and at point of sale
- carries out labelling and merchandising of the meat perhaps with cooking instructions (accounting for food allergens)
- communicates and displays an understanding for meat supply and sales as part of the scenario with response to verbal questioning on products.

When designing the small range of BPSTs the Apprenticeship Assessment Organisations will ensure consistency of judgement by developing a standardised 'core' set of knowledge, skills and behaviours that will apply for each specialism. These 'specifics' relating to specialisms will also apply to the marking of the assessment and take account of particular craft and dexterous skills displayed as part of the assessment.

The BPST must ensure all candidates achieve a common standard of competence that has been agreed by employers in the industry. The Apprenticeship Assessment Organisations will ensure BPSTs are conducted in the correct controlled environment and be independent from the apprentice's place of work or training provider. The

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Assessment Organisations will also ensure Independent Assessors are developed and adequately trained in the art of making reliable and consistent judgements.

The Butchery Practical Skills Test will result in a fail, pass or excellence grade and will contribute **55%** to the weighting of the final apprenticeship certificate. The certificate will state the species of meat that was cut on the day.

4.3 Vocational Competence Discussion

The Vocational Competence Discussion (VCD) will conclude the end assessment process and over the course of 30 minutes the Independent Assessor will assess the candidate's knowledge, understanding and appreciation of behaviours for the industry. The vocational competence discussion will be informed by the pre-assessment of the log book and follow Viva Voce (living voice) assessment practice. In addition, the Independent Assessor will use the VIVA in a synoptic way to build on the previously observed Butchery Practical Skills Test. It will do this via a question and answer method with the Independent Assessor asking questions such as;

- when you handled the meat, what were your personal safety risks & responsibilities?
- why did you select a particular knife for a particular cut?
- why did you need to check the ingredients on the customer order?
- what were the reasons for checking and storing the numbering on the carcass?
- how did you know the animal was sourced locally?
- how did you work out the saleable yield/profit on that order
- what cooking instruction is best advised for a particular 'joint' of meat?
- why is working as a team so important in the processing environment?

The Independent Assessor will also draw upon statements derived from the Butchery Training Log Book or similar employer/provider version and previous achievements from the Proficiency Programme (BPP) to assist questioning. The VCD also enables the apprentice to orally **showcase** their knowledge and appreciation for the world of butchery from a level 2 vocational perspective. Some of the key purposes of the vocational competence discussion are to enable the apprentice to:

- reinforce understanding of safety and regulatory practices
- reinforce understanding of their own butchery role and key performance indicators
- reinforce understanding of the industry as a whole
- display personal, learning and thinking skills
- demonstrate communication skills
- clarify any parts of the standard not clearly evidenced or seen thus far by the independent examiner

The VCD provides a basis for the Independent Assessor to make a holistic decision about the grade to be awarded. A structured brief and question bank will be developed by the Apprenticeship Assessment Organisations and the Independent Assessors will be developed and trained in the art of professional discussions and reaching consistent judgement.

The Vocational Competence Discussion (VIVA) will result in a fail, pass or excellence grade and it will contribute **20%** to the weighting of the final apprenticeship certificate.

4. Grading the end point assessment

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The Apprenticeship Assessment Organisation taking advice from the Butchery industry and professional/trade bodies will utilise knowledge and expertise gained in the qualifications arena to design grading boundaries that are fair, consistent and weighted appropriately to ensure a pass or excellence is distinguishable at all times.

- The **Theory of Butchery Test** will result in a fail, pass or excellence grade and it will contribute **25%** towards the overall weighting and apprenticeship grade
- The **Butchery Practical Skills Test** will result in a fail, pass or excellence grade and it will contribute **55%** towards the overall weighting and apprenticeship grade
- The **Vocational Competence Discussion, including assessment of log book** will result in a fail, pass or excellence grade and it will contribute **20%** towards the overall weighting and apprenticeship grade

To ensure all candidates are clear about the differentials of pass and excellence especially in terms of the practical skills test, materials will be developed by the Apprenticeship Assessment Organisations and made available with clear descriptions on what pass and excellence looks like.

For indicative purposes the following initial grade descriptors will apply to differentiate between pass and excellence:

- A **pass ACHIEVED** candidate submitted their Butchery Training Log Book or equivalent to the Apprenticeship Assessment Organisation with all sections completed to an adequate standard. The candidate will have exceeded the minimum Theory of Butchery Test result but not the excellence threshold. They will have carried out the practical skills test in a competent way not failing on any key safety /cutting exercises and completed within the designated timeframe. Their hand to eye coordination and cutting skills are sufficient to the butchery level and during the viva informed by the Butchery Training Log Book performance indicators the candidate will have performed adequately without exception.
- An **excellence ACHIEVED** candidate, will have completed and submitted the Butchery Training Log Book to the Apprenticeship Assessment Organisation, the Log Book would be comprehensively complete with entries confirming high levels of performance during the foundation and craft phases of the programme. Supplementing performance shown in the Log Book, the Candidate will demonstrate high levels of food safety and related understanding in their Theory of Butchery Test by exceeding 90% success. In terms of practical skills test the candidate will have displayed high levels of knife dexterity, precision and proficiency in their cutting and presentation abilities. In addition, and informed by the high quality pre-assessed Butchery Training Log Book, the Candidate will showcase their vocational understanding of butchery during the competence discussion following VIVA methods

The overall final grade will be calculated depending on the weighting and the result achieved by the apprentice for each of the end assessment components. In order to attain an **overall excellence** grade, candidates would need to achieve **excellence in all three tests**. Equally, candidates must pass each assessment for an overall pass to be achieved.

5. Implementation & Managing the End Assessment Process

The BETG expects apprentices to be assessed in a fair and consistent way without any doubt as to credibility of achievement that must be recognisable across UK and indeed the world. In terms of long standing quality assurance and governance arrangements for the butchery standard the BETG is considering employer/sector led approaches alongside those regulated by Ofqual and are working through the options with BIS.

Apprenticeship Assessment Organisations wishing to operate in the Butchery field must apply to and be approved under the Skills Funding Agency (SFA) administered Register of Apprentice Assessment Organisations.

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Prospective Assessment Organisations wishing to be approved to operate butchery end point assessments must as a minimum:

- have experience of development and design of assessments
- show experience of developing assessment support materials for food industry stakeholders
- provide evidence of staff background experience in the meat and poultry sector
- show experience of working with specialist employers and providers of meat industry training, especially those with modern facilities where learning and skills can be assessed
- provide evidence of working with or have the potential to train and develop a field force of Independent Assessors that are Level 3 qualified butchers and experienced and qualified in the assessment profession.
- provide evidence of IT infrastructure and/or on line facilities for the secure collection of learner data for the purpose of registration and the process for applying for end assessment appointments

Apprenticeship Assessment Organisations will develop and offer a range of adapted assessment/tests that need to cater for red/white meat and for processing and/or retailing environments. Apprenticeship Assessment Organisations will design and develop an assortment of tests according to species where the Butcher is limited due to the nature of their business. The Apprenticeship Assessment Organisations will ensure sufficient geographical centres are available across England with one per region a reasonable expectation.

The Apprenticeship Assessment Organisations will probably have experience of 'hub and spoke' relationships through existing networks and they will plan and arrange the scheduling of testing days by creating appointment slots that are allocated to apprentices on demand and usually three months in advance. Similar to the driving test principle, employers or delegated providers will book testing days via phone or online. The Apprenticeship Assessment Organisations will also offer a range of support materials to apprentices and their employers to help with testing preparations and specifications.

In some instances such as large processing businesses the employer may apply for a temporary approval from the Apprenticeship Assessment Organisation to 'host' the end point assessments on their own premises but apart from providing the 'facility' the host employer or any member of their workforce must NOT take any role in the assessment process. In these circumstances it will be the responsibility of the 'independent' Chief Moderator with no stake in the outcome of the assessments to be undertaken to ensure the 'controlled environment' is compliant.

The Apprenticeship Assessment Organisations will have procedures for temporary approval requests that may involve a pre-vetting visit to the employer site where all three end point assessments will take place. Employers will be 'approved' to provide an 'independent' controlled environment whilst ensuring the necessary exposure to rooms, cutting equipment and requisite meat is purchased and available. The Chief Moderator in these cases will oversee **all aspects** of the end point assessments.

In the majority of cases, the Apprenticeship Assessment Organisations will be working with an approved network of test centres that are responsible for providing the controlled environment and safe handling of the test papers, answer keys and associated control documentation. Centres are also responsible for the independent administration, invigilation, marking and recording of tests.

It is anticipated that a fee in the region of **£600, approximately 10%** of total anticipated cost of apprenticeship, will be set for completion of the prior assessment of the log book and three separately delivered end point assessments. These costs will need to cover the allocation of assessment slots, recruitment, time and maintenance of Independent Assessor associates network, on line application portals and the purchase and depreciation of consumables such as carcasses/meat joints that will be required for the practical end assessment.

6.1 Implementation

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In developing this assessment approach with employers, the BETG has remained consistent to the traditional assessment approaches that butchery businesses are comfortable with and avoided duplication or the need for adding additional burden.

This has led to a well-defined, cost-effective and deliverable process that employers will find easy to understand and apply to their own environment. Where additional support is required, the training provider can step in to offer their expertise.

The **flexibility and affordability** built into this assessment model is critical to its ability to cater for all types and sizes of meat business. The following key points deliver this:

- By not prescribing a qualification (although an optional one is available) employers will have the freedom to work with their providers to personalise a proficiency programme that is integrated and helps to prepare apprentices for end point assessment
- Use of evidence generated by the apprentice gathered during the butchery proficiency programme coupled with integration the Butchery Training Log Book will inform the timing of the final assessment
- On-line/downloadable end knowledge assessment allied with regionalisation of the assessment centres
- Option to flex the amount of support required from the training provider. This can be discussed and tailored (utilising the training provider's expertise) during contract discussions

The costs of the end assessment will be set and collected by the end assessment organisation that will then pass on a 'facility' fee to the approved centre as well as paying a fee to the independent assessor.

It may also be the case that large employers who can be assured of 'independence' and are able to provide the pre-assessed and controlled environment will be able to operate an in house end testing centre so long as temporary approval is granted. The fee will vary in this instance depending on the needs of the situation.

The new butchery standard will initially dual run alongside the Food and Drink SASE framework and is expected to attract 100 starts in 2015/16 with a target of 200 starts during 2016/17. The expectation is for prospective Apprenticeship Assessment Organisations to be fully operational by in 2016 with learner engagement functions such as user materials, registration and application for end testing services available from Spring 2016.

In the early part of 2016, we expect Apprenticeship Assessment Organisations to 'recruit' a field force of Independent Assessors with the requisite experience, skills and competences. In addition, sufficient time will be required to ensure adequate plans are made for training and developing the new field force of Independent Assessors and other personal involved in the delivery of the end assessment process.

6.2 Professional Body Recognition

The apprentice will be recognised by the Institute of Meat (IoM) who are introducing a dedicated category/grade, for apprentices following the Standard approved programme, entitling them to use the initials App.Inst.M. On completion they will automatically become full Members: M.Inst.M. They must then qualify for Graduate Membership: Gr.Inst.M before starting on the journey to become Master Butchers: MB.Inst.M.

End

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ANNEX 1 – Standard Approved July 2014

Butchery is one of the oldest crafts in the world, and is often where innovation meets tradition to create an industry full of character and camaraderie that plays a critical role in our social and economic future. A successful butcher must demonstrate dexterous knife skills together with craft to be able to produce the most cuts to make every carcass profitable.

Butchers work in the meat and poultry industry, which is worth several billion pounds in the UK and employs thousands of workers in the farm to fork supply chain. Qualified butchers can look forward to rewarding careers in a range of environments with different types of employers. Employers include both processors, and retailers. Processors range from multi-national processing businesses supplying meat or meat products to, for example: large food outlets, supermarkets and hotel chains; to smaller processors supplying for example, independent/local food businesses. Retailers could include supermarkets, independent retailers and farm shops. Those with an entrepreneurial spirit may be particularly attracted to butchery as the sector relies on a high proportion of small businesses, offering the potential for experienced butchers to set up on their own.

Butchery is a highly skilled profession steeped in tradition and apprentices will display understanding about a range of meat species and the various techniques needed to process and/or produce products. In addition, apprentices will be able to cut, prepare, package and present meat products to the standards required of the business and specialist needs of commercial and/or consumers. On completion of the apprenticeship, butchers will have gained a range of skills, knowledge and behaviours that can lead to rewarding careers in the butchery industry, not only in the UK but across the world. Butchers who complete the standard apprenticeship will be automatically eligible for professional registration with the Institute of Meat (IoM).

Section 2: Butchery – The essential core knowledge, skills and behaviours

The statements in **a, b and c** below describe the essential core **knowledge, skills and behaviours** that employers would expect an apprentice to demonstrate on completion of their programme.

a. On completion of the apprenticeship, newly qualified butchers will possess the following CORE knowledge:

Understand:	The development of the meat sector leading up to the modern day, including its values, culture, traditions and connection to membership bodies and professional institutions
	The principles of butchery; including the selection, procurement, provenance and handling of livestock leading to welfare and associated lairage and slaughter practices, including Halal and Kosher
	The principles of waste minimisation, saleable yield and predictive costing methods
	The meat and poultry marketplace including the supply chain/traceability functions and key legislative and enforcement agencies that regulate the retail and/or process environments
	The principles of meat and poultry species including knowledge associated with carcass by-products, primal, joints and muscles
	The various craft and knife skills used for cutting, boning, trimming and mincing of meat including the use of relevant mechanical equipment as required
	Cold storage, stock control and safe movement of meat and/or poultry in the butchery environment
	Stock control, product pricing, quality assurance & meeting the expectations of customers &/or contractors
	Health and food safety including hygiene both in personal terms and as part of the wider food sales/production environment
	Methods for weighing products, controlling temperature, wrapping, sealing, packing, labelling and stock control of meat and poultry products for wholesale or retail sale
	Employment, rights and responsibilities, including equality, team working practices and the importance of continuous personal development

b. On completion of the apprenticeship, newly qualified butchers will have proven CORE skills enabling them to:

Prove:	<ul style="list-style-type: none"> Full awareness and adherence to health and safety regulations and/or additional requirements that may apply to their employer's food business
Carry out:	<ul style="list-style-type: none"> A range of primary and secondary butchery skills involving the use of steak and boning knives, hand saws, cleavers, banding needles and other relevant hand tools used in the process of primal cutting, boning, slicing, dicing, rolling, trimming and filleting as used in their employers business
Produce:	<ul style="list-style-type: none"> Meat and/or poultry products (as required) such as sausages/pies made to the specifications of customers or for sale to the public

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Use:	<ul style="list-style-type: none"> Machinery (as permitted) & other relevant cutting equipment including the ability to sharpen knives
Apply:	<ul style="list-style-type: none"> Hand/eye co-ordination along with physical agility and manual handling of carcasses through the manufacturing/butchery process
Adhere:	<ul style="list-style-type: none"> To the legislative regulations that apply in the food industry plus the organisational policies and standard operating procedures that apply within the employer's business
Display:	<ul style="list-style-type: none"> The ability to work in a team and individually as required in a busy environment with pre-determined deadlines and productivity targets
Maintain:	<ul style="list-style-type: none"> The quality environment; including product sampling, specification (including customer requirements), food safety compliance and traceability procedures in the meat supply chain
Support:	<ul style="list-style-type: none"> Workforce development; sharing own knowledge and experience to in order to assist new recruits and/or inexperienced colleagues
Comm	<ul style="list-style-type: none"> Effectively with customers, suppliers and colleagues displaying the excellent interpersonal skills required to perform the role to the required standard

c. During the programme apprentices will display **CORE** behaviours enabling them to:

Take:	<ul style="list-style-type: none"> Appropriate personal operational responsibility for both health and food safety, apply safe working practices when using knives, hazardous tools and/or related equipment
Display:	<ul style="list-style-type: none"> A willingness to learn, solve problems & acquire new skills that will be applied in the working environment
Be:	<ul style="list-style-type: none"> Punctual, reliable, diligent and respectful towards customers, peers and colleagues at all times
Show:	<ul style="list-style-type: none"> Attention to detail, carrying out duties in a diligent way and taking account of efficiencies and understanding how these support the profitability of the business
Maintain:	<ul style="list-style-type: none"> The vision and ethos of the business, including performance levels whilst taking pride in work and fostering positive relationships with customers and colleagues

Section 3: Butchery – Additional essential knowledge, skills and behaviours for retail and process

Butchers generally work in retail or meat processing businesses. Depending on the route they take, butchers will need to supplement their CORE standard programme by demonstrating a minimum range of specialist knowledge, behaviours & skills.

<p><u>Retail butchers must be able to:</u></p> <ul style="list-style-type: none"> Communicate enthusiastically & with personality to customers offering excellent service Advise domestic and commercial customers on the preparation & cooking of red & white meat products Produce a range of meat & poultry products including joints, portions, cooked and hot products, sausages, burgers, pasties, curing, smoking, air drying & value added products Plan & prepare for seasonal supply & demand of meat products ensuring best practice in the merchandising & promotion of seasonal foods Understand the counter sales environment, inc cash admin, stock replenishment systems & on-line services 	<p><u>Process butchers must be able to:</u></p> <ul style="list-style-type: none"> Produce meat to the specific volume, size & weight to meet the needs of national/local consumers and customers in a timely and accurate fashion Know and understand the need for traceability in the procurement and supply of meat Know and understand their role in the audit and inspection process Estimate saleable yield and predictive costing methods as required for customers
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Section 4 - Additional information

Duration:	18 to 24 months is the expected average duration for new entrant
Qualification:	Apprentices will achieve QCF L2 Food Safety Award, QCF L2 Health & Safety in the Food Supply Chain Award and QCF L2 Knife Skills Award as part of the foundation phase of the Standard. In addition, employers working with their external training providers will have discretion to select & tailor an appropriate range of learning & training modules to meet the needs of the apprentice & their job role
Professional reg:	Automatic eligibility for appropriate level of professional registration by the Institute of Meat
Progression:	On completion of the Level 2 Butchery Standard, suitably able Butchers will have the opportunity to progress to Level 3 and Higher Apprenticeships in Butchery occupations.
Renewal:	The standard will be reviewed in September 2017

Assessment Plan - Butcher