

# Butcher Apprenticeship Standard, Level 2: End-point Assessment Plan

October 2018

## 1. Introduction & Overview

This document sets out the requirements for end-point assessment (EPA) for the butcher level 2 apprenticeship standard. It is written for end-point assessment organisations who need to know how EPA for this must be operated. It will also be of interest to butcher apprentices, employers and training providers.

The butcher apprenticeship standard defines the knowledge, skills and behaviours (KSBs) required of people working as butchers, across the meat and poultry industry. Butchers have core KSBs and specialist knowledge and behaviours relating to retail or processing environments. Butcher apprentices must develop the core KSBs along with knowledge and skills relating to one option – retail or processing, dependent on their working environment.

The butcher standard and EPA plan have been developed by the Butchery Employer Trailblazer Group (BETG) made up of small, medium and large employers.

Full time apprentices will typically spend 18 months on-programme working towards the apprenticeship standard, with a minimum of 20% off-the-job training.

Apprentices must complete gateway requirements as a pre-requisite to EPA, including a log book, 3 short qualifications and English and maths.

EPA must be conducted by an independent assessor from an EPA organisation (EPAO) approved to offer services against this standard, as selected by the employer, from the Education & Skills Funding Agency's Register of End Point Assessment Organisations.

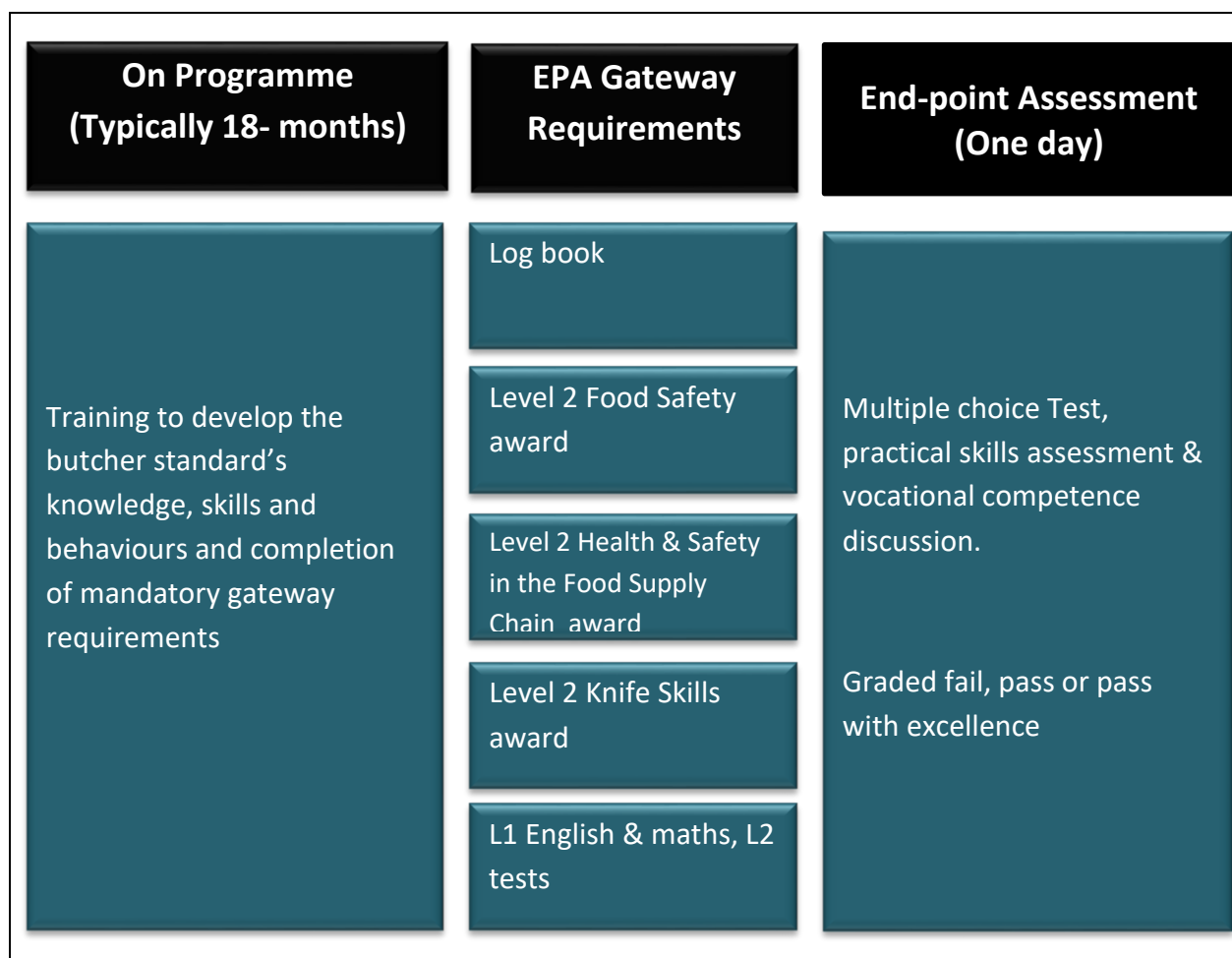
The EPA consists of 3 assessments methods:

- multiple choice test (MCT)
- practical skills assessment (PSA)
- vocational competence discussion (VCD), underpinned by the apprentice's log book

The assessment methods must test the core butcher KSBs, along with knowledge and skills in relation to the apprentice's specialist option – retail or processing, in an integrated way.

The EPA must be completed over a maximum total assessment time of 6-hours; it should be completed within 3 months of the EPA gateway.

Performance in the EPA will determine the apprenticeship grade of fail, pass or pass with excellence.

**Diagram 1: Summary of Butcher End-point Assessment**

## 2. End-point Assessment Gateway

The EPA should only start once the employer is satisfied that gateway requirements have been met and can be evidenced to an EPAO; and that the apprentice is consistently working at or above the level set out in the standard. Employers may wish to take advice from the apprentice's training provider.

Apprentices must complete the gateway requirements below as a pre-requisite to EPA:

### Log Book

On commencement, the BETG recommends that apprentices apply for a Butchery Training Log Book that will be available on line or in hard copy from [www.instituteofmeat.org](http://www.instituteofmeat.org)

Employers/training providers are free to devise their own log book.

A log book is a compulsory component that underpins the EPA vocational competence discussion. Four questions in the vocation competence discussion, must relate to evidence contained in the log book.

The log book must:

- document off-the-job training that the apprentice has completed; showing a minimum of 20% of their employed time has been off-the-job training
- be accompanied with and/or contain copies of the certificates gained from completing the mandated qualifications
- contain evidence demonstrating competence against the KSBs. Individual pieces of evidence can be used to demonstrate competence against one or more KSB. At least **two** pieces of evidence must be referenced to each KSB. Evidence sources may include: witness testimonies, individual learner reflection, employer/trainer feedback, training records, appraisal records, achievement including title of a unit from a related qualification, training course completion. This list is not definitive, other evidence sources are permissible.

Prior to entering the gateway, the employer taking advice from the training provider (if applicable) and in consultation with the apprentice will review and confirm that all KSBs have been evidenced. The review of the Log Book will culminate with the employer signing a 'readiness' declaration that accompanies the apprentice's application to undertake the EPA.

### Short Qualifications

Apprentices must complete 3 short qualifications:

- Level 2 Award in Food Safety
- Level 2 Award in Health and Safety in the Food Supply Chain Business
- Level 2 Award in Knife Skills for Food Processing

The 3 qualifications are universally available from recognised Awarding Organisations.

## English and Mathematics

Apprentices without level 2 English and mathematics will need to achieve level 1 and take the tests for level 2, prior to taking the EPA. For those with an education, health and care plan or a legacy statement the apprenticeships English and maths minimum requirement is Entry Level 3. British Sign Language qualification is an alternative to English qualifications for those whom this is their primary language.

### 3. End-point Assessment Independent Assessors

EPA must be conducted by an independent assessor (IA) from an EPAO approved to offer services against this standard, as selected by the employer, from the Education & Skills Funding Agency's Register of End Point Assessment Organisations.

EPAOs must appoint independent assessors that as a minimum;

- are qualified to at least Level 3 as a butcher
- are independent of the apprentice, their employer and training provider(s), i.e. there must be no conflict of interest
- have a minimum 3 years' experience working in a supervisory/management role in the meat industry within the last 7 years
- have 3 or more years' teaching or assessment experience in retail butchery and/or the wider meat processing industry and/or already possess or be working towards a Level 3 assessor qualification
- maintain meat industry knowledge

EPAOs must ensure that IAs take part in continuous professional development (CDP) of at least one full working day per year, which must focus on quality assurance of the assessment process and how fair and reliable judgements are consistently applied to the EPA.

EPAOs must have a senior officer with oversight for the EPA - such as a Chief Moderator (CM), with responsibility for moderation, quality assurance and the performance review of the IAs.

Senior officers must:

- be qualified to at least level 4 as a butcher
- have a minimum of 5 years' experience in education and/or in work based learning assessment and external quality assurance practice

### 4. End-point Assessment Venues

EPAOs must ensure that EPA venues are available across England, with one venue per region a reasonable expectation. EPAOs may utilise employers' premises or other suitable premises for

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EPA venues. When using employer's premises, EPAOs must have pre-inspection procedures in place, to ensure the facility is adequately equipped and prepared for the EPA.

## 5. End-point Assessment Methods

The EPA consists of 3 assessment methods:

- multiple choice test
- practical skills assessment
- vocational competence discussion, underpinned by the apprentice's log book

The assessment methods must test the core butcher KSBs, along with knowledge and skills in relation to the apprentice's specialist option – retail or processing, in an integrated way.

The EPA must be completed over a maximum total assessment time of 6-hours, after the EPA gateway; it should be completed within 3 months of the EPA gateway.

The assessment process:

**Stage 1** – the apprentice must submit their log book to their EPAO at least 21 working days prior to the EPA test day. An independent assessor will check qualification outcomes and review the log book to glean personalised information and develop 4 personalised questions relating to the log book evidence that will be included in the vocational competence discussion.

**Stage 2** – the EPA test day. All 3 assessments must be taken on the same day. The 3 assessments can be taken in any order.

### Multiple Choice Test

The multiple choice test must test the standard's knowledge as shown in annex 1. The MCT test must consist of 60 questions. Each question must have 4 answers, with one correct option. Each correct answer must be assigned one mark with incorrect or missing options assigned a zero mark. Apprentices must have 90 minutes to complete the MCT. The MCT can be either electronic or paper-based. Grading boundaries must be applied as follows:

Fail	Pass	Pass with excellence
Mark 0-35	Mark 36-47	Mark 48-60

### Example questions:

Q. Which component of a beef carcass is most likely to affect saleable yield? (A8)

- Answers
- a. Blood
  - b. Hide
  - c. Fat
  - d. Gristle

Q. Why should chicken **never** be washed under a tap?

- Answers
- a. It makes it too cold
  - b. It makes it too warm
  - c. It can spread bacteria
  - d. It can stain the sink

The MCT must be taken in a suitably controlled environment. Apprentices must not have any access to the internet, email or data stored on the hard drive of a computer or portable storage media e.g. memory sticks or any materials, including web enabled sources of information (iPods and mobile phones). The controlled conditions must also include any specific requirements in relation to the assessment environment, such as, lighting, space and privacy. IAs must administer/invigilate the MCT, the maximum IA to apprentice ratio must be 1 to 10. IAs must mark the MCT, electronic marking is also permissible.

EPAOs are responsible for the development of the MCT. It is recommended that questions are developed in consultation with meat industry professionals; where they do this they must put measures in place to ensure question security. EPAOs must monitor the quality and performance of their questions and test versions, including analysis of questions to check for repeated correct/in correct results and version to version analysis of papers. EPAOs must develop 'test banks' of sufficient size to mitigate predictability and review them regularly to ensure they are fit for purpose. EPAOs must ensure the safe handling of test papers, answer keys and associated control documentations.

EPAOs must develop and implement guidelines on the MCT for apprentices, employers and training providers and provide a sample paper.

### **Practical Skills Assessment**

The practical skills assessment (PSA) assessment requires apprentices to complete a scenario based activity, involving 5 tasks related to their specialist environment - retail or processing and one species of meat/poultry appropriate to their workplace. The EPA will be synoptic and reflective of the apprentice's specialist working environment with the meat species selected and arranged by the EPAO.

The PSA must be assessed by an independent assessor on a one-to-one basis. Apprentices will have a 75 minute duration to complete the 5 PSA tasks. Within the 75-minute period, either during or after task completion the IA must ask 5 set questions to assess knowledge being applied. The 5 set questions will relate to

1. PPE, cleaning, tidying & maintaining the work environment
2. Visual carcass assessment for primal or sub/primal cutting

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3. Secondary cutting methods
4. Retail/commercial portioning specifications
5. Product display / presentation

In addition, the independent assessor may ask follow up questions for clarification if required.

Apprentices must be assessed against the KSBs shown in annex 1. The PSA will be graded fail, pass or pass with excellence grade using the grading criteria in annex 2.

### Examples:

PSA: pork retail butchery example of activity and task

Activity	Task Example
1. PPE, cleaning, tidying & maintaining the work environment	Ensure the work environment, PPE, tools and equipment are clean and tidy <b>both</b> during the activities <b>and</b> at the end of the assessment.
2. Carry out a pre visual carcass assessment & commence the primal cut	<p>For Primal</p> <p>Use the correct equipment to carry out primal cutting of the pork side to the required specification:</p> <ul style="list-style-type: none"> <li>• remove the forequarter (fore) by cutting and sawing between the 5<sup>th</sup> and 6<sup>th</sup> rib and associated vertebrae</li> <li>• remove the whole tenderloin/fillet muscle</li> <li>• remove the leg and chump – by cutting and sawing between the first and second lumbar vertebrae and remove the kidney (if present).</li> </ul>
3. Secondary Cutting methods	<p>Leg for example (4 of possible 8)</p> <ul style="list-style-type: none"> <li>• Remove the trotter from the leg (by sawing across the joint by the Achilles tendon or, cutting through the joint)</li> <li>• Remove the top chump bone (sacrum)</li> <li>• Remove the aitch bone (ischium) and attached chump bone (ilium)</li> </ul>



	<ul style="list-style-type: none"> <li>Remove the shank joint on the bone by cutting through the knee (stifle) joint</li> </ul>
4. Retail/Commercial portioning specs	<p>Leg for example</p> <p><b>Produce</b></p> <ul style="list-style-type: none"> <li>250g of consistently sized 2cm cubes from the thick flank muscle <b>AND</b></li> <li>250g of stir-fry strips, 80mm x 10mm x 5mm (100% visual lean)</li> </ul>
5. Product display / presentation	<p>Present cuts of meat on display trays. The presentation should be suitable for a retail display and be within a <b>maximum</b> area of 66cm x 55cm.</p> <ul style="list-style-type: none"> <li>All trays and greenery strips to be provided by the apprentice.</li> <li>3 max garnish</li> <li>No seasonings/glazes or marinades allowed in order to show natural appearance of the meat cuts/products and cut faces</li> </ul>

#### PSA: Beef processing butchery example of activity and task

Activity	Task Example
1. PPE, cleaning, tidying & maintaining the work environment	Ensure the work environment, PPE, tools and equipment are clean and tidy <b>both</b> during the activities <b>and</b> at the end of the assessment.
2. Visual carcass assessment for primal or sub primal cutting	<p>Check briefly that the carcass/primal cuts meet food safety and quality specification requirements.</p> <p><b>Example 1</b></p> <p><b>Brisket</b> (liberator boned)</p> <ul style="list-style-type: none"> <li>remove the ribs, associated cartilage and sternum (breast bone)</li> <li>trim to local specification</li> <li>ensure any meat trim produced is suitable for processing and is a minimum of 75vl</li> </ul>

	<ul style="list-style-type: none"> <li>• Fat trim to be separated</li> </ul>
3. Secondary Cutting methods	<p><b>Example</b></p> <p><b>Rump &amp; Loin</b> (table boned)</p> <ul style="list-style-type: none"> <li>• Use the correct equipment to carry out primal cutting of the rump &amp; loin to local specification</li> <li>• remove the whole fillet muscle from the rump &amp; loin</li> <li>• separate the rump from the loin (typically at the joint between the sacrum and the lumbar vertebrae)</li> <li>• remove the ribs, associated thoracic vertebrae and the lumbar vertebrae (back/chine bones) from the sirloin</li> <li>• remove the pelvic bones (sacrum and ilium) from the rump</li> <li>• trim each primal to local specification</li> <li>• ensure any meat trim produced is suitable for processing and is a minimum of 75vl</li> </ul>
4. Retail/Commercial portioning specs	<p>Example: Prepare Topside</p> <ul style="list-style-type: none"> <li>• produce a rolled/logged joint from one of the above tied securely with string</li> <li>• a second 1 kg (or specification agreed locally)(+ or – 100g) joint, cut from this rolled and strung joint</li> <li>• ensure any meat trim produced is suitable for processing and is a minimum of 75vl</li> </ul> <p>Fat trim should be separate.</p>
5. Product display / presentation	<p>Example: Produce a portioned product:</p> <p>Specification as below or to local specification determined at the pre EPA visit. For</p> <ul style="list-style-type: none"> <li>• 500g of consistently sized braising or steak slices</li> </ul>

The PSA must be taken in a suitably controlled environment i.e. free from distraction and influence, with the necessary butchery equipment and facilities required for the PST.

EPAOs must design and operate PSA scenario based activities, including set questions to be asked by the independent assessor in line with the requirements of this plan. It is recommended that scenario based activities must be developed in consultation with meat industry professionals; where they do this they must put measures in place to ensure test security. EPAOs must monitor the quality and performance of scenario based activities to ensure their relevance to industry.

The PSA bank must accommodate the different specialist environments – retail and processing and different species of meat/poultry, meaning the scenario based activity bank must as a minimum contain:

- Retail – Beef x 3 versions
- Retail – Pork x 3 versions
- Retail – Lamb x 3 versions
- Processing – Beef x 3 versions
- Processing – Pork x 3 versions
- Processing – Lamb x 3 versions
- Processing – Poultry (Turkey/Chicken) x 3 versions

EPAOs must monitor the quality and performance of the PSAs. EPAOs must develop a PSA bank of sufficient size to mitigate predictability and review them regularly to ensure they are fit for purpose. The EPAO must ensure the safe handling of the PSA control papers and associated marking documentation. EPAO must develop appropriate systems for recording the PSA results.

EPAOs must develop and implement guidance on the PSA for apprentices, training providers and employers and provide sample materials for the specialist apprentice requirements.

### **Vocational Competence Discussion**

The Vocational Competence Discussion (VCD) must take place face-to-face between an apprentice and their independent assessor, on a one-to-one basis. It must last 25-30 minutes. The IA must ask 8 open/scenario based questions in total.

IAs must preview the apprentices log book in advance of the EPA day and develop 4 personalised questions relating to the evidence, requiring the apprentice to recall or exemplify on the evidence to demonstrate KSBs.

The remaining 4 questions must be based on the apprentice's specialist option – retail or processing.

### **Apprentices must be assessed against the KSBs as shown in annex 1.**

The VCD will be graded fail, pass or pass with excellence grade using the grading criteria in annex 2.

Example questions:

- I note from your log book entry on CK2 'principles of butchery including selection, procurement and provenance of livestock' that you visited an abattoir (in February) and learnt about supply chain processes. Tell me who supplies your business with meat and why knowing the source is important?
- I note from your log book entry on **CS7** 'working in a team and individually' that on Saturday mornings you are sometimes in charge of the shop. Can you explain why team work is important and how you personally contribute to shop productivity and targets?
- I note from log book **entry BH1** 'take personal operational responsibility to wear Personal Protective Equipment (PPE) when using knives etc.' that you received health and safety and knife skills training as part of your on programme development. Can you explain to me why safety gloves and aprons are important to your personal safety and that of others?
- A customer explains that she is having 6 friends over to dinner and notices that you have beef brisket on offer, she hasn't tried this before, what advice would you give her for weight and cooking methods/times?

The VCD must be conducted in a controlled environment i.e. a quiet room, free from distraction and influence. VCDs must be recorded for validation and moderation purposes, using an audio recording device such as a Dictaphone or mobile phone.

EPAOs must design and develop VCD questions in line with the requirements of this plan. It is recommended the VCD questions are developed in consultation with meat industry professionals; where they do this they must put measures in place to ensure question security. EPAOs must develop a VCD bank of sufficient size to mitigate predictability and review them regularly to ensure they are fit for purpose. EPAOs must monitor the quality and performance of the VCD questions by analysing the audio feedback. EPAOs must develop and implement guidance on the VCD for apprentices, employers and training providers and provide different specialist option and meat species sample assessments.

## 6. End-point Assessment Grading

The apprentice's performance in the EPA will determine their apprenticeship grade: fail, pass or pass with excellence.

The results from the 3 assessments must be combined by their independent assessor to determine the grade, in line with the requirements below. The 3 assessment methods have an equal weighting however; a premium is placed on the practical skills test in determining the pass with excellence grade.

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**Fail** – apprentice has failed one or more assessment

**Pass** – apprentice has achieved a pass or pass with excellence in each of the 3 assessments

**Pass with excellence** – apprentice has achieved a pass with excellence in the practical skills test and one or both of the other assessments

Independent assessors' decisions must be subject to moderation; results can't be confirmed until after moderation.

### **Re-sits and Re-takes**

Apprentices that fail the EPA will have the opportunity to re-sit/re-take. A re-sit does not require further learning, whereas a re-take does. Re-sits/re-takes must not be offered to apprentices wishing to move from pass to pass with excellence.

Re-sits/re-takes must be conducted within 6-months from the original EPA day, otherwise all 3 assessment methods must be re-sat/re-taken. The maximum grade awarded for a re-sit/re-take must be pass, unless the EPAO determines the apprentice failed for reasons beyond their control.

There is no limit on the number of re-sits/re-takes.

## **7. End-point Assessment Organisations**

EPAOs wishing to operate in the Butcher EPA must apply to and be approved under the Education & Skills Funding Agency (ESFA) administered Register of End-point Assessment Organisations (RoEPAO).

### **Internal Quality Assurance**

Internal quality assurance refers to the requirements that EPAOs must have in place to ensure consistent (reliable) and accurate (valid) assessment decisions. EPAOs for this EPA must undertake the following:

- appoint independent assessors that meet the requirements as detailed in this plan – see above
- provide CPD training for independent assessors in terms of good assessment practice, operating the assessment tools and grading
- have quality assurance systems and procedures that support fair, reliable and consistent assessment across organisation and over time
- operate regular standardisation events that enable assessors to attend a minimum of 2 events per year
- operate moderation of assessment activity and decisions, through examination of documentation, observation/listening of activity, with a minimum of 10 percent of each independent assessors' assessments moderated

## End-point Assessment Tools and Materials

EPAOs must produce assessment tools and supporting materials for the EPA as detailed in this plan that follow best assessment practice, including:

- MCT question bank
- PSA scenarios bank
- VCD brief and question bank
- EPA recording documentation
- EPA guidance for apprentices, training providers and employers
- mock papers

## 8. External Quality Assurance

External quality assurance arrangements will ensure that EPAOs delivering EPA for this apprenticeship standard operate consistently and in line with this plan.

The Worshipful Company of Butchers will carry out the function of external quality assurance of the butcher level 2 EPA.

## 9. Implementation

The cost of the end-point assessment may vary depending on the meat used (e.g. beef is more expensive than lamb) and the venue sourced (e.g. an external venue may cost more than where employer premises are used). It is anticipated the cost will be in the region of 15% of the apprenticeship funding band - £9,000.

The butcher apprenticeship is expected to attract 100 to 150 starts annually.

The expectation is for prospective EPAOs to be fully operational within 9-months of approval from ESFA register.

## 10. Professional Body Recognition

The Institute of Meat (IoM) has introduced a dedicated category/grade for apprentices undertaking the apprenticeship standard, entitling them to use the initials App.Inst.M. On successful completion of the apprenticeship, they will automatically become full Members: M.Inst.M.

Butchers can qualify for Graduate Membership: Gr.Inst.M before starting on the journey to become Master Butchers: MB.Inst.M.

## Annex 1. Knowledge, Skills and Behaviours assessed by each Assessment Method

EPA Assessment Method	Key
Multiple Choice Test	MCT
Practical skills assessment	PSA
Vocational competence discussion	VCD

Ref	Core knowledge to be assessed	Assessment Method		
CK1	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	MCT		
CK2	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	MCT		
CK3	The principles of waste minimisation, saleable yield and predictive costing methods	MCT		
CK4	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	MCT		
CK5	The principles of meat and poultry species including knowledge associated with carcass by-products, primal, joints and muscles	MCT		
CK6	The various craft and knife skills used for cutting, boning, trimming and mincing of meat including the use of relevant mechanical equipment as required	MCT	PSA	
CK7	Cold storage, stock control and safe movement of meat and/or poultry in the butchery environment	MCT		
CK8	Stock control, product pricing, quality assurance & meeting the expectations of customers &/or contractors	MCT		
CK9	Health and food safety including hygiene both in personal terms and as part of the wider food sales/production environment	MCT	PSA	
CK10	Methods for weighing products, controlling temperature, wrapping, sealing, packing, labelling and stock control of meat and poultry products for wholesale or retail sale	MCT		
CK11	Employment, rights and responsibilities, including equality, team working practices and the importance of continuous personal development	MCT		

REF	Core Skills to be assessed	Assessment Method		
CS1	Prove full awareness and adherence to health and safety regulations and/or additional requirements that may apply to their employer's food business		PSA	VCD
CS2	Carry out 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		PSA	
CS3	Produce meat and/or poultry products (as required) such as sausages/pies made to the specifications of customers or for sale to the public		PSA	
CS4	Uses machinery (as permitted) & other relevant cutting equipment including the ability to sharpen knives		PSA	
CS5	Apply hand/eye co-ordination along with physical agility and manual handling of carcasses through the manufacturing/butchery process		PSA	
CS6	Adhere 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			VCD
CS7	Display the ability to work in a team and individually as required in a busy environment with pre-determined deadlines and productivity targets		PSA	VCD
CS8	Maintain the quality environment including product sampling specification (including customer requirements), food safety compliance and traceability procedures in the meat supply chain (A20)		PSA	VCD
CS9	Support workforce development; sharing own knowledge and experience to in order to assist new recruits and/or inexperienced colleagues			VCD
CS10	Communicate effectively with customers, suppliers and colleagues displaying the excellent interpersonal skills required to perform the role to the required standard			VCD

REF	Core behaviour's to be assessed	Assessment Method		
BH1	Take appropriate personal operational responsibility for both health and food safety, apply safe working practices when using knives, hazardous tools and/or related equipment		PSA	VCD
BH2	Display a willingness to learn, solve problems & acquire new skills that will be applied in the working environment			VCD
BH3	Be punctual, reliable, diligent and respectful towards customers, peers and colleagues at all times			VCD



BH4	Show 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			VCD
BH5	Maintain the vision and ethos of the business, including performance levels whilst taking pride in work and fostering positive relationships with customers and colleagues			VCD

REF	Specialist retail knowledge, skills and behaviour's	Method of assessment		
RS1	Communicate enthusiastically & with personality to customers offering excellent service			VCD
RS2	Advise domestic and commercial customers on the preparation & cooking of red & white meat products	MCQ		VCD
RS3	Produce a <b>minimum of three</b> meat & poultry products from the following range including joints, portions, cooked and hot products, sausages, burgers, pasties, curing, smoking, air drying & value added products		PSA	
RS4	Plan & prepare for seasonal supply & demand of meat products ensuring best practice in the merchandising & promotion of seasonal foods	MCQ		
RS5	Understand the counter sales environment, inc cash admin, retail display, stock replenishment systems & on-line services	MCQ		VCD

REF	Specialist processing knowledge, skills and behaviour's	Method of assessment		
PS1	Produce meat to the specific volume, size & weight to meet the needs of national/local consumers and customers in a timely and accurate fashion		PSA	
PS2	Know and understand the need for traceability in the procurement and supply of meat	MCQ		VCD
PS3	Know and understand their role in the audit and inspection process	MCQ		
PS4	Estimate saleable yield and predictive costing methods as required for customers	MCQ		VCD

## Annex 2. End-Point Assessment Grading Criteria

### 1. Practical Skills Assessment

KSBs to be assessed as shown in Annex 1: CS1/CK9/CS8 – CS2/CK6 – CS3/RS3/PS1 – CS4 – CS5 – CS7 Plus BH1				
Ref	Standard - Skills	Pass with Excellence Criteria (Apprentices must demonstrate all of the criteria)	Pass Criteria (Apprentices must demonstrate all of the criteria)	Fail Criteria (Apprentices will fail if they demonstrate one or more of the criteria)
CS1	Prove full awareness and adherence to health and safety regulations and/or additional requirements that may apply to their employer's food business	Personal Protective Equipment worn/used correctly, as per company policy.  Maintains a safe, clean and hygienic work station that is routinely <b>sanitised during</b> the completion of the task.	Personal Protective Equipment worn/used correctly, as per company policy.  Maintains a safe, clean and hygienic work station for the duration of the task.	Personal Protective Equipment <b>not used</b> correctly.  Work station cleanliness and hygiene practices are below standard.
CK9	Health and food safety including hygiene both in personal terms and as part of the wider food sales/production environment	Work completed in a way that ensures safety of self and others and <b>exceeds the minimum</b> safety regulations and employer requirements.  Demonstrates full awareness and adherence to health and safety <b>and is able to explain implications for non-compliance</b> in the food business.	Work completed in a way that ensures safety of self and others <b>and adheres</b> to minimum safety regulations and employer requirements.  Demonstrates full awareness and adherence to health and safety in the food business.	Failed to meet the minimum standards for health and safety regulations and/or employer requirements.  Lack of understanding & adherence to health and safety was evident in the task.
CS8	Maintain the quality environment including product sampling specification (including	The cutting environment (work station) was pre-checked and quality maintained/assured to a highly compliant level during the task.	The cutting environment (work station) was maintained to an acceptable level of quality assurance and compliance throughout the task.	The cutting environment (work station) was not maintained and quality assurance of the task was below standard.

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	customer requirements), food safety compliance and traceability procedures in the meat supply chain	Pre-carcass assessment was conducted and demonstrated to a high degree of understanding of meat traceability procedures  The finished cut product met the customer specification to the exact tolerance	Pre-carcass assessment was conducted and meat traceability understanding met the required standard.  The finished cut product met the customer specification to within tolerance requirements	Failed to conduct an adequate pre-carcass assessment and demonstrated weak understanding of meat traceability  The finished cut product did not meet the customer requirements
<b>CS2</b>  <b>&amp;</b>  <b>CK6</b>	Carry out 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	Applies correct & precise cutting methods to specified primal & secondary tasks using appropriate knives and saws ensuring minimal waste and maximum yield standard.  Completes activity in allotted time and to incision requirements, free of bone dust with anatomical features & skeletal indicators met.	Applies correct cutting methods to specified primal & secondary tasks using appropriate knives/saws ensuring waste and yield is to standard.  Completes activity in allotted time and to incision requirements.	Applies incorrect cutting methods to specified primal &/or secondary tasks that is below usual waste and yield standards.  Does not complete activity in allotted time and/or to incision requirements.
<b>CS3</b>          <b>RS3</b>	Produce meat and/or poultry products (as required) such as sausages/pies made to the specifications of customers or for sale to the public  Produce a <b>minimum of three</b> meat & poultry products from the following range	Understands the product order in accordance with company specifications and immediately sets out a plan in a timely manner <b>which doesn't need adjustment.</b>  Applies correct and <b>precise</b> cutting methods to specified tasks using	Understands the product order and allotted time - sets out a plan for completion, which requires some adjustment as the task proceeds in a timely manner.  Applies correct cutting methods to specific tasks using appropriate knives and equipment ensuring business	Preparation of meat, ingredients and equipment is disorganized.  Work area is not cleaned and tidied.  The product is not made on time or too required specification.

<p><b>PS 1</b></p>	<p>including joints, portions, cooked and hot products, sausages, burgers, pasties, curing, smoking, air drying &amp; value added products</p> <p>Produce meat to the specific volume, size &amp; weight to meet the needs of national/local consumers and customers in a timely and accurate fashion</p>	<p>appropriate knives and equipment <b>ensuring no waste.</b></p> <p>Work area is <b>sanitised</b> and clean/tidy with product made on time and to specification.</p>	<p>minimum yield is not exceeded.</p> <p>Work area is clean/tidy with product made on time and to specification.</p>	
<p><b>CS4</b></p>	<p>Uses machinery (as permitted) &amp; other relevant cutting equipment including the ability to sharpen knives</p>	<p>Uses knives and/or equipment correctly with <b>precision ensuring incisions are clean and efficient.</b></p> <p>Demonstrates a <b>variety of techniques</b> to steel / sharpen knives required for different tasks.</p> <p>Able to explain why steeling and sharpening knives is a critical process.</p>	<p>Uses knives and cutting equipment correctly to undertake tasks.</p> <p>Demonstrates the correct method for steeled / sharpening knives before use.</p>	<p>Fails to use knives, tools and/or equipment correctly.</p> <p>Fails to sharpen knives before use.</p>
<p><b>CS5</b></p>	<p>Apply hand/eye co-ordination along with physical agility and manual handling of carcasses through the manufacturing/ butchery process</p>	<p>Applies safe, competent and <b>dexterous</b> cutting techniques with clear hand /eye coordination that result in <b>precise incisions, with no waste.</b></p> <p>Applies manual handling methods correctly adopting the</p>	<p>Applies safe and competent cutting techniques with hand /eye coordination that result in accurate incisions.</p> <p>Applies manual handling methods correctly and ensures meat is handled safely and hygienically with close attention to</p>	<p>Hand/eye co-ordination was inconsistent.</p> <p>Manual handling techniques not correctly applied.</p>

		<b>correct technique on all occasions</b> to ensure meat is handled safely and hygienically with close attention to personal safety in the hazardous environment	personal safety in the hazardous environment.	
<b>CS7</b>	Display the ability to work in a team (as applicable) and individually as required in a busy environment with pre-determined deadlines and productivity targets	<p>Demonstrates strong team work and personal contribution to the butchery environment.</p> <p>Completes the task efficiently by <b>exceeding</b> pre-determined deadlines and yield target.</p> <p>Communicates <b>clearly</b> and <b>constructively</b> within a team to achieve required outcome.</p>	<p>Demonstrates an understanding of team work and personal contribution to the butchery environment.</p> <p>Completes the tasks to the pre-determined deadlines and yield targets.</p> <p>Communicates within a team to achieve required outcomes.</p>	<p>Little or no appreciation for team work and personal contribution to the butchery environment.</p> <p>Demonstrates poor timekeeping and little or no awareness of pre-determined yield targets.</p> <p>Showcases little or no communication skills to achieve a required outcome.</p>
<b>BH 1</b>	Take appropriate personal operational responsibility for both health and food safety, apply safe working practices when using knives, hazardous tools and/or related equipment	<p>Showcases appropriate high degree of personal operational responsibility for both health and food safety throughout the task.</p> <p>Applies correct and safe working practices when using knives, hazardous tools and/or related equipment in a consistent manner.</p>	<p>Showcases appropriate personal operational responsibility for both health and food safety.</p> <p>Applies safe working practices when using knives, hazardous tools and/or related equipment.</p>	<p>Showcases a little or no personal operational responsibility for both health and food safety.</p> <p>Applies little or no safe working practices when using knives, hazardous tools and/or related equipment.</p>

## 2. Vocational Competence Discussion

KSBs to be assessed as shown in Annex 1: CS1/CS6/BH1 + CS7 + CS8/PS2/RS2 + CS9/CS10/RS1 & BH2 + BH3 + BH4/PS4 + BH5 + RS5				
Standard - Skills		Pass with Excellence Criteria (Apprentices must demonstrate all of the criteria)	Pass Criteria (Apprentices must demonstrate all of the criteria)	Fail Criteria (Apprentices will fail if they demonstrate one or more of the criteria)
Ref	Standard – Vocational Competence Discussion Statements	Evidence of <b>clear causal links in explanations</b> . Uses <b>concepts</b> and theories confidently in <b>explaining decisions taken</b> and application to new situations.	Recall is accurate and shows reasonable breadth. Explanations are logical, show comprehension and free from misunderstanding.	Recall incomplete, lacks breadth &/or accuracy. Unable to give complete explanations of concepts and theories. Explanations are simplistic, illogical connections, guessing.
<b>CS1 &amp; CS6 &amp; BH 1</b>	Adhere to the legislative regulations that apply in the food industry plus the organisational policies and standard operating procedures	Evidence of clear <b>technical</b> recall and identification of regulations & policies. Recalled at <b>least four</b> standard operating procedures that apply in workplace.	Correct identification of legislative regulations, policies and <b>named at least two</b> standard operating procedures that apply in workplace.	Poor recall of legislative regulation and mandated policies and standard operating procedures.
<b>CS7</b>	Work in a team and individually as required in a busy environment with pre-determined deadlines and productivity targets	Detailed at least <b>four benefits</b> of team working and <b>personal examples</b> of contribution to business targets.	Displayed at <b>least two answers</b> expressing benefits of team working and offered example of personal contribution to targets.	Poor explanation of benefits of team working and no evidence of individual performance impact & targets.
<b>CS8 &amp; PS2 &amp; RS2</b>	Quality environment; including product sampling, specification food safety compliance and traceability procedures in the meat supply chain	Evidence of clear understanding providing <b>at least four quality environment answers</b> covering sampling and food safety compliance and traceability procedures.	Provided at <b>least two</b> quality environment answers covering sampling and food safety compliance and traceability procedures.	Displayed weak understanding of the quality environment and no recall of food safety compliance and traceability in the meat supply chain.

<b>CS9</b>	Workforce development; sharing knowledge and experience to colleagues	Supplied at least <b>four examples of benefits</b> of CPD and sharing knowledge with colleagues. Provided at <b>least four examples</b> of effectively communicating with business suppliers/colleagues.	Correctly <b>provided at least two benefits</b> of CPD and importance of sharing knowledge with colleagues. Provided at <b>least 2 examples</b> of effective business communication.	Weak understanding of personal development coupled with limited recall of advantages of knowledge sharing and effective communication.
<b>CS10 &amp; RS1</b>	Communicate effectively with customers, suppliers and colleagues			
<b>BH2</b>	Learn, solve problems & acquire new skills that will be applied in the working environment	Provided <b>at least two</b> correct examples to each of solving problems and new skills acquisition of new skills in work.	Supplied a <b>correct answer</b> to solving a problem and where new skills were applied in work.	Unable to recall a problem solving occasion or correct example when new skills were applied at work.
<b>BH3</b>	Punctual, reliable, diligent and respectful towards customers and colleagues	Provided <b>at least four correct reasons</b> why personal attributes and attitudes are important at work.	Provided <b>at least two</b> correct reasons why personal attributes and /or attitudes are important at work.	Limited recall and evidence to show understanding on personal attributes and attitudes that are important at work.
<b>BH4 &amp; PS4</b>	Attention to detail, efficiencies and understanding how these support the profitability of the business	Able to recall <b>at least four correct</b> and different key performance indicators that support profitability.	Correctly provided at <b>least two different</b> key performance indicators that support profitability.	Incorrect recall of performance indicators with in a butchery business.
<b>BH5</b>	Vision and ethos of the business, fostering positive relationships with customers and colleagues	Provided at least <b>four correct key important</b> relationships that meat businesses must maintain for success.	Correctly provided at <b>least two important relationships</b> that meat businesses must maintain for success.	Weak understanding and recall to key relationships that meat business must maintain for success.

RS5	Understand the counter sales environment, including cash admin, retail display, stock replenishment systems & on-line services	Demonstrated a <b>thorough</b> understanding for the counter sales environment providing <b>at least five correct</b> answers on cash, admin, display, stock control and / or systems from the retail business area.	Clear understanding of the counter sales environment accurately recalling <b>at least three</b> cash, admin, display, stock functions and/or systems from the retail business area.	Weak understanding of the counter sales environment, unable to recall basic admin retail, and stock functions and systems in the retail area.
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