

2280 Fillet fish by hand		
SQA Unit Code		F7JW 04
Level 2	SCQF Level 5	Credit value 7

Unit Summary

This unit is about filleting fish by hand. It details the skills required to set-up and fillet fish manually using a knife. It is also about working to achieve organisational product specifications and production schedules. It details the skills needed to maintain product quality.

You will need to be able to prepare to fillet fish by hand. You also need to show you can fillet fish by hand. You must also show you can finish hand filleting of fish.

This unit is for you if you work in fish processing and are involved in the production of filleted fish.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

You must be able to:	You need to show: Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i>
<p>1. Prepare to Fillet by Hand</p> <p>This means you:</p> <p>Prepare according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions</p> <p>Confirm filleting specification obtain tools and equipment required to support planned filleting operations</p> <p>Prepare work station to ensure conditions are suitable for hand filleting</p> <p>Sharpen knife into a condition suitable for achieving required filleting specification</p> <p>Obtain fish to meet required filleting specification take effective action in response to operating</p>	<p>Evidence of preparing to fillet by hand as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>problems</p> <p>Maintain effective communication</p>	
<p>2. Fillet fish by hand</p> <p>This means you:</p> <p>Operate to the legal or regulatory requirements, The organisational health and safety, hygiene and environmental standards and instructions</p> <p>Fillet fish to achieve required yield and quality requirements</p> <p>Trim fillets to achieve specified appearance requirements</p> <p>Achieve required rate of production</p> <p>Handle and store fish and fish products in a manner which maintains quality and condition</p> <p>Maintain condition of work station throughout the process</p> <p>Dispose of waste according to organisational procedures</p> <p>Sharpen knives as required to maintain their effectiveness as a cutting tool</p> <p>Safely store knives when not in use</p> <p>Make sure the product is correctly transferred to the next stage in the processing operation</p> <p>Take effective action in response to operating problems</p> <p>Maintain effective communication</p>	<p>Evidence of filleting fish by hand as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>
<p>3. Finish Hand Filleting</p> <p>This means you:</p> <p>Finish according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions</p> <p>Deal correctly with materials that can be re-cycled</p>	<p>Evidence of finishing hand filleting as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

or re-worked	
Dispose of waste material according to organisational procedures	
Make equipment and work station ready for future use after the completion of the process	
Safely store knives after use Maintain effective communication	
Accurately complete all records	

You need to know and understand:

Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.

1. What the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions are and what may happen if they are not followed
2. The personal protective clothing that is required to support hand filleting
3. The tools and equipment required to support hand filleting
4. How to sharpen, maintain and store knives
5. How to obtain and interpret the relevant process and quality specifications
6. How to identify commonly used fish species
7. How to prepare and maintain work stations in a condition suitable for hand filleting
8. How to fillet round fish and flat fish efficiently to maximise yield
9. The body skeletal structure of commonly processed round and flat fish
10. The cuts needed to produce single and butterfly fillets
11. How to assess the quality of whole fish and fish fillets
12. How to deal with fish which is not fit for use
13. Common quality problems associated with hand filleting and likely causes
14. The importance of accuracy during filleting
15. What action to take when the process specification is not met
16. What parts of the filleted fish frame can be reworked and recycled
17. Product control and traceability during filleting operations
18. How to dispose of waste according to organisational procedures
19. The limits of your own authority and competence and why it is important to work within those limits
20. What recording, reporting and communication is needed, how to carry this out correctly and the reasons why it is important to do so

Evidence of performance may employ examples of the following assessment:

- observation
- written and oral questioning;
- evidence from company systems (e.g. Food Safety Management System)
- reviewing the outcomes of work
- checking any records of documents completed
- checking accounts of work that the candidate or others have written

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