

<b>3277 Monitor primal butchery in meat processing</b>		
<b>SQA Unit Code</b>		<b>H64J 04</b>
<b>Level 3</b>	<b>SCQF Level 7</b>	<b>SCQF Credit value 7</b>

**Unit Summary**

This unit is about the skills you need to monitor primal butchery processes in a meat or poultry processing business.

This includes monitoring the work of team members and ensuring that meat processing is carried out both safely and in accordance with organisational procedures.

This unit is for you if you work in a supervisory or team leader role within food and drink manufacture and/or supply operations and are involved in the butchery of meat or poultry.

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:
<p>1. Organise and prepare the work area for primal meat or poultry butchery</p> <p>This means you:</p> <p>Use the correct personal protective equipment</p> <p>Contribute to the planning of primal butchery work processes</p> <p>Confirm primal butchery requirements, output targets</p> <p>Develop work plans to ensure that targets are achieved</p> <p>Ensure that suitable tools and equipment are made available to meet the food business operators requirements</p> <p>Ensure that raw materials and ancillary supplies are made available</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <b><i>bold italics</i></b></p> <p>Evidence of organising and preparing the work area for primal meat or poultry butchery in a food environment in accordance with workplace procedures</p>

<p>Allocate suitably skilled staff to specific tasks and duties</p> <p>Identify and report any non-compliance or shortfall in resource or staff requirements</p>	
<p>2. Control the primal meat or poultry butchery process</p> <p>This means you:</p> <p>Monitor the flow and yield of the primal butchery process</p> <p>Monitor the achievement of relevant production targets and key performance indicators</p> <p>Identify problems that may affect the quality and quantity of output from primal butchery</p> <p>Report and take appropriate action regarding any problems which may arise</p> <p>Ensure products are stored or transported to the next processing stage</p>	<p>Evidence of controlling the primal meat or poultry in a food environment in accordance with workplace procedures</p>
<p>3. Compile reports relating to the primal butchery process</p> <p>This means you:</p> <p>Complete relevant documentation accurately and make available as necessary</p> <p>Report faults and matters that affect processing performance</p> <p>Ensure that handover and shut down procedures are followed</p> <p>Make recommendations for improvements in the primal butchery process</p>	<p>Evidence of compiling reports relating to the primal butchery process in a food environment in accordance with workplace procedures</p>

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 food business operators arrangements are for the scheduling and resourcing of primal butchery
2. How objectives and competences for the primal butchery team can be identified and specified
3. What the systems are for the planning, scheduling and resourcing of primal butchery
4. What the probable impact would be of inadequate process scheduling and resourcing
5. How the food business operators procedures should be interpreted
6. The importance of allocating staff with the relevant competences to specific tasks
7. Why there is a need to update and amend schedules and resource information to meet business needs
8. What the probable impact would be of non-availability of staff or resources
9. The communication methods and approaches required to maintain primal butchery processing
10. The purpose of monitoring primal butchery operations
11. How the need for individual or team support can be identified
12. How whole teams and individual team members can be effectively supported
13. What the limits of your own authority are and why it is important to work within them
14. What the purpose of quality control documentation is
15. What the requirements are for maintenance and cleaning schedules
16. What the different performance measures benchmarks are for primal butchery operations
17. How the performance of the primal butchery operation can be measured
18. The importance of reporting primal butchery performance
19. How potential improvements in the primal butchery operation can be presented

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