



Unit F7JW 04 (380)

Fillet Fish by Hand

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.

This Unit is for you if you fillet fish by hand.

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 assessors in your work place or work placement.

Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:

Communication Access 3

- ◆ Produce simple written communication

Problem Solving Intermediate 1

- ◆ Analyse a straightforward situation or issue
- ◆ Plan, organise and complete a straightforward task
- ◆ Review and evaluate a straightforward problem solving activity

I have completed the requirements of this Unit.

Candidate name: _____ **Date:** _____

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

IV signature: _____ **Date:** _____

Assessment centre: _____

	You must be able to:	Evidence Requirements	Evidence/ Activity/ Ref No.
1	<p>Prepare to fillet fish by hand</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Prepare according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions. (b) Confirm filleting specification. (c) Obtain tools and equipment required to support planned filleting operations. (d) Prepare work station to ensure conditions are suitable for hand filleting. (e) Sharpen knife into a condition suitable for achieving required filleting specification. (f) Obtain fish to meet required filleting specification. (g) Take effective action in response to operating problems. (h) Maintain effective communication. 	<p>Evidence of preparing for filleting in accordance with workplace procedures.</p>	

	You must be able to:	Evidence Requirements (cont)	Evidence/ Activity Ref No.
2	<p>Fillet fish by hand</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Operate to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions. (b) Fillet fish to achieve required yield and quality requirements. (c) Trim fillets to achieve specified appearance requirements. (d) Achieve required rate of production. (e) Handle and store fish and fish products in a manner which maintains quality and condition. (f) Maintain condition of work station throughout the process. (g) Dispose of waste according to organisational procedures. (h) Sharpen knives as required to maintain their effectiveness as a cutting tool. (i) Safely store knives when not in use. (j) Make sure the product is correctly transferred to the next stage in the processing operation. (k) Take effective action in response to operating problems. (l) Maintain effective communication. 	<p>Evidence of carrying out filleting in accordance with workplace procedures.</p>	

You must be able to:		Evidence Requirements (cont)	Evidence/ Activity Ref No.
3	Finish hand filleting This means you: (a) Finish according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions. (b) Deal correctly with materials that can be re-cycled or re-worked. (c) Dispose of waste material according to organisational procedures. (d) Make equipment and work station ready for future use after the completion of the process. (e) Safely store knives after use. (f) Maintain effective communication. (g) Accurately complete all records.	Evidence of finishing filleting in accordance with procedures.	

Evidence of Performance

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg 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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Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		

You need to know and understand		Evidence
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.		
K1	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.	
K2	The personal protective clothing that is required to support hand filleting.	
K3	The tools and equipment required to support hand filleting.	
K4	How to sharpen, maintain and store knives.	
K5	How to obtain and interpret the relevant process and quality specifications.	
K6	How to identify commonly used fish species.	
K7	How to prepare and maintain work stations in a condition suitable for hand filleting.	
K8	How to fillet round fish and flat fish efficiently to maximise yield.	
K9	The body skeletal structure of commonly processed round and flat fish.	
K10	The cuts needed to produce single and butterfly fillets.	
K11	How to assess the quality of whole fish and fish fillets.	
K12	How to deal with fish which is not fit for use.	
K13	Common quality problems associated with hand filleting and likely causes.	
K14	The importance of accuracy during filleting.	
K15	What action to take when the process specification is not met.	
K16	What parts of the filleted fish frame can be reworked and recycled.	
K17	Product control and traceability during filleting operations.	
K18	How to dispose of waste according to organisational procedures.	
K19	The limits of your own authority and competence and why it is important to work within those limits.	
K20	What recording, reporting and communication is needed, how to carry this out correctly and the reasons why it is important to do so.	

Notes/comments

Assessor signature: _____

Date: _____