



Unit F7K0 04 (383)

Intake Fish or Shellfish

Unit Summary

This Unit is about the intake of fish and/or shellfish. It details the skills required to set-up intake areas and then intake fish and/or shellfish according to organisational procedures. It includes the inspection processes relevant to vehicles, packaging and product (size, condition, freshness and quality). It is also about working to organisational product specifications and production schedules.

This Unit is for you if you Intake fish or shellfish.

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	Prepare to intake fish/shellfish This means you: (a) Prepare according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions. (b) Confirm intake specifications. (c) Prepare work area into a condition suitable for receiving fish or shellfish. (d) Take effective action in response to operating problems. (e) Maintain effective communication.	Evidence of preparing to intake fish or shellfish in accordance with workplace procedures. Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i>	

You must be able to:		Evidence Requirements (cont)	Evidence/ Activity Ref No.
2	<p>Intake fish/shellfish</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) Assess condition of transportation vehicle against intake specification. (c) Assess condition of packaging against intake specification. (d) Effectively sample and inspect fish/shellfish according to intake specification. (e) Confirm intake specification and label fish/shellfish accurately according to organisational requirements. (f) Handle and store fish/shellfish during intake in a manner which maintains quality and condition. (g) Maintain condition of work area throughout intake process. (h) Transfer fish/shellfish to the next stage in the process. (i) Take effective action to control any non-conforming products. (j) Take effective action in response to operating problems. (k) Maintain effective communication. 	<p>Evidence of carrying out the intake of fish in accordance with workplace procedures and taking effective action in response to two operating problems.</p>	

You must be able to:		Evidence Requirements (cont)	Evidence/ Activity Ref No.
3	Finish intake process This means you: (a) Finish according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions. (b) Dispose of waste according to organisational procedures. (c) Make equipment and work area ready for next intake. (d) Maintain effective communication. (e) Accurately complete all records.	Evidence of finishing the intake process 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

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 facilities required to intake fish and/or shellfish.	
K3	How to obtain and interpret the intake specifications.	
K4	How to identify fish and shellfish species.	
K5	How to prepare and maintain work areas used for the intake of fish or shellfish.	
K6	How to inspect the condition of vehicles.	
K7	How to recognise fish or shellfish species by size.	
K8	How to recognise fish or shellfish quality.	
K9	Common quality problems and their likely causes.	
K10	How fish or shellfish are transported to maintain condition and quality.	
K11	How to assess condition of transportation materials and facilities.	
K12	How to effectively sample batches of fish/shellfish.	
K13	Inspection methods relating to temperature, quality, freshness, condition and labelling.	
K14	The importance of following organisational intake procedures.	
K15	Handling methods that maintain the condition of fish or shellfish.	
K16	Labelling and traceability relevant to the intake of fish or shellfish.	
K17	How to deal with non-conforming fish/shellfish that is not fit for use.	
K18	What action to take when the process specification is not met.	
K19	How to dispose of waste correctly and why it is important to do so.	
K20	The limits of your own authority and competence and why it is important to work within those limits.	
K21	What recording, reporting and communication is needed, how to carry this out accurately and the reasons why it is important to do so.	

Notes/comments

Assessor signature: _____

Date: _____