



Unit F2RC 04 (339)

Prepare Meat and Meat Product Orders for Customers

Unit Summary

Individual customers have their own requirements and preferences for a meat order. When you are preparing orders for customers you need to find out what those requirements and preferences are and then use the meat available to meet them.

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.

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

Communication Access 3

- ◆ Read and understand simple written communication.
- ◆ Produce simple written communication.

Numeracy Access 3

- ◆ Apply simple numerical skills in everyday contexts.

Problem Solving Access 3

- ◆ Analyse a simple situation or issue.
- ◆ Plan, organise and complete a simple task.

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: _____

<p>You must be able to</p>	<p>Evidence Requirements</p> <p>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.</p> <p>Your evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p>	<p>Evidence/Activity Ref No.</p>
<p>1</p> <p>Cut and prepare meat and meat products</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Identify the customer's needs and record them or get the recorded information which identifies the customer's needs. (b) Check the customer's requests, identify whether all requests can be met and follow company procedures to deal with any problems. (c) Select bulk meat or meat products of the quality and size required to meet the customer's needs. (d) Cut, trim and prepare meat or meat products to meet the customer's requirements. (e) Cut portions of meat or meat products in a way that minimises waste and leaves the remaining meat or meat products suitable and fit for use. 	<p>Evidence of cutting and preparing meat and meat products in accordance to workplace procedures.</p>	
<p>2</p> <p>Weigh, package and wrap meat and meat products</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Put the meat or meat product or products on the weighing equipment in a way that meets hygiene and food safety requirements. (b) Read the displayed weight, check that it meets the customer's requirements and if necessary make adjustments to the product to meet those requirements. (c) Follow company procedures to record the details of the meat or meat products provided for the order. 	<p>Evidence of weighing, packaging and wrapping meat and meat products in accordance with workplace procedures.</p>	

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		Evidence Requirements (cont)	
2 (cont)	<p>(d) Select wrapping material to contain meat or meat products that will meet the needs of the product and the customer.</p> <p>(e) Package or wrap products to make sure their condition and integrity is protected.</p> <p>(f) Check that the order is complete and store it in the appropriate place ready for delivery or collection.</p>		

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		

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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	Primal cuts of meat.	
K2	Types of joints, steaks, chops, slices and other portions of meat and meat products.	
K3	Quality features in the cutting of joints, steaks, chops, slices and other portions of meat and meat products.	
K4	Why it is important to use meat and meat products in accordance with a product shelf life cycle.	
K5	Why it is important to weigh accurately.	
K6	Problems of over and under weighing.	
K7	Why it is important to identify customer requirements.	
K8	Why it is important to fulfil customer requirements accurately.	
K9	Why it is important to keep cooked and uncooked meat separate.	
K10	Who to ask for help if you do not understand what the customer wants.	
K11	How, and why it is important, to select joints and portions to maximise profitability.	
K12	Why it is important to minimise waste when cutting and preparing meat.	
K13	Advantages and disadvantages of trimming to customer requirements.	
K14	Legislation relating to weighing and production of orders.	
K15	Critical controls involved in the cutting weighing and preparing of meat to customer requirements.	

Notes/Comments

Assessor signature: _____**Date:** _____