

# Advanced Butcher Apprenticeship Standard, Level 3

## End-Point Assessment Plan

## Introduction and overview

This document sets out the requirements for the end-point assessment (EPA) of the advanced butcher apprenticeship standard. It is for end-point assessment organisations (EPAOs) who need to know how the EPA for this apprenticeship standard must operate. It will also be of interest to advanced butcher apprentices, their employers and training providers.

Advanced butcher is a core and options apprenticeship standard. In the EPA, apprentices are assessed against the core knowledge, skills and behaviours (KSBs) and the knowledge and skills for their one chosen option from:

- retail butchery
- process butchery
- in-store butchery

Full time apprentices will typically undertake 18-24 months of training, with at least 20% off-the-job training.

Apprentices must meet the gateway requirements and provide evidence of doing so to their EPAO before taking the EPA.

The requirements are that the employer is satisfied that the apprentice is consistently working at, or above, the level set out in the occupational apprenticeship standard.

The apprentice must also hold the:

- Level 3 Award in Food Safety Supervision
- Level 3 Award in Hazard Analysis and Critical Control Points (HACCP) for Food
- Level 3 Award in Health & Safety in the Food Supply Chain Business

In addition, apprentices without English and mathematics at level 2 must achieve this level prior to taking their EPA.<sup>1</sup>

The EPA must be completed within a 12-week assessment window, after the apprentice has met the EPA gateway requirements.

The EPA must be conducted by an organisation approved to offer services against this apprenticeship standard, as selected by the employer, from the Education & Skills Funding Agency's (ESFA) Register of End-Point Assessment Organisations (RoEPAO).

The EPA consists of three distinct assessment methods:

- knowledge test
- workplace observation
- interview, underpinned by portfolio

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<sup>1</sup> For those with an education, health and care plan or a legacy statement the apprenticeships English and maths minimum requirement is Entry Level 3. British Sign Language qualification is an alternative to English qualifications for those whom this is their primary language.

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Performance in the EPA will determine the apprenticeship grade of fail, pass or distinction.

Apprentices who successfully complete the apprenticeship standard may register as Members of the Institute of Meat.

<b>On-programme (typically 18-24 months)</b>	<b>End-point assessment gateway</b>	<b>End-point assessment (maximum 12 weeks)</b>	<b>Professional recognition (optional)</b>
<p>Training to develop the advanced butcher occupation standard's knowledge, skills and behaviours</p> <p>Working towards:</p> <ul style="list-style-type: none"> <li>• Level 3 Award in Food Safety Supervision</li> <li>• Level 3 Award in Hazard Analysis and Critical Control Points (HACCP) for Food</li> <li>• Level 3 Award in Health &amp; Safety in the Food Supply Chain Business</li> </ul> <p>Working towards English and maths Level 2 (if required)</p> <p>Compilation of portfolio of evidence</p>	<p>Employer satisfied apprentice is consistently working at or above the level of the advanced butcher occupational standard</p> <p>Achieved:</p> <ul style="list-style-type: none"> <li>• Level 3 Award in Food Safety Supervision</li> <li>• Level 3 Award in Hazard Analysis and Critical Control Points (HACCP) for Food and</li> <li>• Level 3 Award in Health &amp; Safety in the Food Supply Chain Business</li> <li>• English and maths Level 2</li> </ul> <p>Complied portfolio of evidence</p>	<p>Assessment methods:</p> <ul style="list-style-type: none"> <li>• Knowledge test, graded fail, pass or distinction</li> <li>• workplace observation, graded fail, pass or distinction</li> <li>• interview, underpinned by portfolio, graded fail, pass or distinction</li> </ul> <p>EPA graded fail, pass or distinction</p>	<p>Membership of the Institute of Meat</p>
<b>Advanced butcher occupational standard</b>			

Diagram 1. Typical advanced butcher apprenticeship standard summary

## End-point assessment gateway

Requirements:

- employer is satisfied that the apprentice is consistently working at, or above, the level set out in the occupational standard; employers may wish to take advice from their apprentice's training provider(s)
- achieved English and mathematics level 2. For those with an education, health and care plan or a legacy statement the apprenticeships English and maths minimum requirement is Entry Level 3. British Sign Language qualification is an alternative to English qualifications for those whom this is their primary language.
- achieved Award in Food Safety Supervision level 3
- achieved Award in Hazard Analysis and Critical Control Points (HACCP) for Food level 3
- achieved Award in Health & Safety in the Food Supply Chain Business level 3
- complied a portfolio of evidence – see requirements below

### Portfolio of evidence requirements

The portfolio of evidence will underpin the interview. It must include at least one piece of evidence that demonstrates each of the KSBs assessed by the interview as shown in Annex A. Evidence must be mapped against the KSBs. It is expected that each piece of evidence will be mapped against multiple KSBs. Evidence must relate to work completed in full or part by the apprentice; where 'in part' the apprentice's contribution must be clearly stated. Evidence may be from work or simulated activities. The portfolio must contain 10-12 pieces of evidence in total, with a focus on quality evidence, not quantity.

Examples of evidence include:

- product specifications/recipes
- management records for example interview, appraisal records
- sales strategy or action plans
- management reports
- presentations
- budget records
- sales analysis
- sales strategy reports
- training materials
- CPD records
- procurement records
- social media records
- customer orders

- complaint records
- staff rotas
- audit records

This list is not definitive and other evidence sources are permissible. Note that self-reflective accounts and witness testimonies are not valid evidence sources.

The portfolio must be submitted to the EPAO as a gateway requirement.

## End-point assessment methods

The EPA consists of three distinct assessment methods:

- knowledge test
- workplace observation
- interview, underpinned by portfolio

The KSBs assessed by each assessment method are shown in Annex 1.

All three assessment methods must be successfully completed within a 12-week assessment window, after the apprentice has met the EPA gateway requirements. EPAOs should ensure the assessment methods are scheduled to take place as soon as possible after the gateway and as close together as possible, to allow for potential re-sits/re-takes.

The assessment methods must be completed in the following order:

1. the knowledge test
2. workplace observation with questions
3. interview.

The majority of apprentices will complete all three assessments in one day; therefore, the order of assessments allows effective use of resource and time in a food hygiene critical environment. It minimises requirements for apprentices and staff to wash and change PPE and as they move between food and non-food areas.

The results of each assessment do not need to be known before taking the next assessment, allowing EPAOs flexibility in scheduling and cost-effective allocation of resources.

EPAOs must ensure appropriate methods to prevent misrepresentation are in place.

Requirements for each assessment method are detailed below.

### Assessment method 1: knowledge test

Apprentices must complete a knowledge test during the EPA period.

The knowledge test must consist of 30 multiple-choice questions (MCQs) and five short answer questions.

Each multiple-choice question must present the apprentice with four options, from which the apprentice must select one correct option.

Each MCQ must be no longer than one sentence. The answer options must be short; typically no longer one sentence per option.

Each MCQ answered correctly must be assigned one mark; any incorrect or missing answers must be assigned zero marks. There must be a total of 30-marks for the MCQ section of the knowledge test.

Each test must contain three MCQs covering CK1 and CK2.i which are safety critical areas that all apprentices must understand.

Each short answer question must be no longer than five sentences. Each question must be assigned four marks, partial marks can be awarded. The knowledge test must clearly show how marks are awarded for each short answer question. There must be a total of 20 marks for the short answer section of the knowledge test.

Short answer questions will require the apprentice to provide answers of approximately 75-words per answer.

Apprentices must have 90-minutes to complete the knowledge test.

The knowledge test must be closed book i.e. the apprentice cannot refer to reference books or materials.

Knowledge tests can be either electronic or a paper-based; and may be taken on-line.

Apprentices must take the knowledge test under controlled conditions - free from distraction and influence, in the presence of an EPAO administrator/invigator. The maximum administrator/invigator to apprentice ratio must be one-to-10 if in person; or one-to-five if remote.

Knowledge tests must be marked by EPAO independent assessors following a marking guide produced by the EPAO; electronic marking is permissible for the multiple-choice questions.

Independent assessors and the marking guidance produced by their EPAO to mark the short answer questions, which must be based on the grading descriptors in Annex B. Knowledge test questions must be set so that a pass will represent competence in the knowledge.

EPAOs must ensure the knowledge test is available for apprentices within their 12-week EPA window.

EPAOs must ensure that apprentices have a different set of questions in the case of re-sits/re-takes.

EPAOs will produce the following material to support this method:

- a knowledge test question bank of sufficient size to prevent predictability and review the questions regularly (and at least once a year) to ensure they are fit for purpose. It is recommended that EPAOs develop questions, in consultation with representative employers; where they do so they must ensure measures are in place to maintain question security
- marking guides.

## **Method 2: Workplace observation**

Apprentices must be observed in their normal workplace by an independent assessor using equipment that they are familiar with and under normal working conditions. In rare cases where this is not possible, the workplace observation may take place in a realistic work environment, which must be approved in advance by the EPAO.

Apprentices will usually be assessed on a one-to-one basis. However, to facilitate effective use of resources whilst maintaining rigour and quality, the independent assessor may observe a maximum of three apprentices in the same workplace.

The observation must last 2-hours. The assessor has the discretion to increase the time of the observation by up to 10%, to allow the apprentice to complete a task at the end of this component of the EPA. Breaks may be taken during the observation, for example to move to a different part of the workplace. Breaks will not contribute to the observation time period. Apprentices must be supervised during any breaks and must not communicate with anyone else.

The observation must require apprentices to undertake tasks as detailed below for each specialist option.

#### Retail butchery:

- Receiving and storing butchery goods
- Setting up the shop
- Cutting meat to company specifications to maximise yield
- Producing Value Added meat products for retail sale
- Supervising staff
- Dealing with retail customers
- Creating innovative retail displays
- Adhering to food safety and hygiene legislation and regulations

#### Process butchery:

- Cutting and boning carcasses
- Working hygienically
- Checking product quality
- Butchering meat to specification
- Monitoring the chill chain requirements during processing
- Monitoring the work of the butchery team to ensure it meets specification requirements
- Minimising waste to achieve waste targets
- Controlling and managing production plans
- Adhering to food safety and hygiene legislation and regulations

#### In-store butchery:

- Receiving and storing butchery goods
- Making primal cuts to company specification
- Setting up the shop
- Monitoring and complying with food safety
- Creating innovative retail displays
- Dealing with in-store customers
- Monitoring the chill chain requirements during in-store operations

- Adhering to food safety and hygiene legislation and regulations

The independent assessor must agree with the employer what will be observed, and the timing of the observation, taking into account workplace operations and schedules. The employer must ensure the correct assessment conditions, materials, type and quality of meat are available; however, the employer may not participate in or influence the independent assessor's choice of tasks for the observation.

EPAOs must provide both written and verbal instructions to apprentices, detailing the tasks they must complete during the workplace observation and time permitted to do so.

Independent assessors must ask eight open questions in total, to assess underpinning knowledge during the workplace observation time-period to seek clarification of understanding; follow up questions are allowed for clarification purposes. Questions may be asked during and/or after task completion. Independent assessors will devise the questions based on what has been observed however, EPAOs must supply sample questions. The independent assessor should consider the level of English that the apprentice is working at and pitch questions using appropriate language to ensure inclusivity. Apprentices are expected to understand and use relevant occupational language.

The workplace observation will be graded fail, pass or distinction. Independent assessors must assess and grade the workplace observation using the grading criteria in Annex B.

The independent assessor must document the workplace observation, using their EPAO's documentation.

EPAOs will produce the following material to support this method:

- observation specifications covering different specialist options and meat species of sufficient size to prevent predictability and review the sample questions the specifications contain regularly (and at least once a year) to ensure they are fit for purpose
- assessment recording documentation
- guidance for apprentices and employers

### **Method 3: Interview**

The interview must be carried out on a one-to one basis between the apprentice and their independent assessor.

The interview must take 40-minutes. The independent assessor has the discretion to increase the time of the interview by up to 10%, to allow the apprentice to complete a question at the end of this component of the EPA.

To ensure efficient use of resources and time, the interview must take place after the workplace observation.

The interview must be conducted under controlled conditions, in a quiet space free from distraction and influence. It is anticipated that the employer's premises will be used to reduce cost; however, other venues may be sourced if necessary.

It is envisaged the interview will be carried out face-to-face however, an online platform, for example video-conferencing, may also be used where necessary.

The independent assessor must ask 12 open, competence-based questions from their EPAO question bank; follow up questions are allowed to seek clarification. Apprentices must refer to evidence within their portfolio when answering the questions.

The independent assessor should consider the level of English that the apprentice is working at and pitch questions using appropriate language to ensure inclusivity. Apprentices are expected to understand and use relevant occupational language.

The interview must be recorded on an audio recording device for validation and moderation.

The interview will be graded fail, pass or distinction. Independent assessors must assess and grade the workplace interview using the grading criteria in Annex B.

The independent assessor must document the interview, using their EPAO's documentation.

EPAOs will produce the following material to support this method:

- question bank of sufficient size to prevent predictability and review the questions they contain regularly (and at least once a year) to ensure they are fit for purpose. It is recommended that questions are developed in consultation with meat industry professionals; where EPAOs do so, they must put measures in place to ensure question security
- assessment recording documentation
- guidance for apprentices and employers

## **End-point assessment grading**

Performance in the EPA will determine the apprenticeship grade of fail, pass or distinction.

Independent assessors must individually grade each assessment method, according to the requirements set out in this plan. Restrictions on grading apply where apprentices re-sit/re-take an assessment method – see the following re-sit/re-take section.

The EPAO must combine the three individual assessment method grades to determine the overall EPA grade.

Apprentices who fail one or more assessment method will be awarded an EPA fail.

To achieve an EPA pass, apprentices must achieve a pass or distinction in all three assessment methods.

To achieve an EPA distinction, apprentices must achieve distinction in the workplace observation, plus one or both of the other assessment methods. The table shows the grading combinations for the final EPA grade:

Knowledge test	Workplace observation	Interview	EPA grade
Fail	Any grade	Any grade	<b>Fail</b>
Any grade	Fail	Any grade	<b>Fail</b>
Any grade	Any grade	Fail	<b>Fail</b>
Pass	Pass	Pass	<b>Pass</b>
Pass	Distinction	Pass	<b>Pass</b>
Pass	Pass	Distinction	<b>Pass</b>
Distinction	Pass	Pass	<b>Pass</b>
Pass	Distinction	Distinction	<b>Distinction</b>
Distinction	Distinction	Pass	<b>Distinction</b>
Distinction	Distinction	Distinction	<b>Distinction</b>

Independent assessors' decisions will be subject to moderation by the EPAO – see internal quality assurance section below. EPA grading decisions must not be confirmed until after moderation.

### Re-sits/re-takes

Apprentices who fail one or more EPA components will be offered re-sits/re-takes. Re-sits/re-takes must not be offered to apprentices wishing to move from pass to distinction. A re-sit does not require further learning, whereas a re-take does.

The apprentice's employer will need to agree that a re-sit/re-take is an appropriate course of action. Apprentices should have a supportive action plan to prepare for the re-sit/re-take.

A re-sit/re-take must be taken within 12-weeks of the original fail notification; otherwise the entire EPA must be re-sat/re-taken.

The maximum grade awarded to a re-sit/re-take will be pass, unless the EPAO identifies exceptional circumstances accounting for the original fail.

EPAOs must ensure that apprentices undertake a different knowledge test, workplace observation specification and interview questions when taking a re-sit/re-take.

### Professional body recognition

Apprentices who successfully complete the apprenticeship standard may register as Members of the Institute of Meat.

### Roles and responsibilities, ensuring independence

Employers must choose an independent EPAO approved to deliver the EPA for this apprenticeship standard from the Education & Skills Funding Agency's (ESFA) Register of End-Point Assessment Organisations (RoEPAO).

## Requirements for independent assessors

Independent assessors must:

- be independent of the apprentice, their employer and training provider i.e. there must be no conflict of interest
- be qualified at level 3 or above in butchery or meat industry related subject
- Or have a minimum of five years practical experience within the meat industry
- have experience in supervisory/managerial role (people &/or functions)
- hold or working towards an assessor award for example A1, TAQA
- hold food safety level 3 or above qualification
- hold HACCP level 3 qualification (Hazard Analysis at Critical Control Points)
- undertake at least two-days of continuing professional development, relating to butchery competence and knowledge per year
- undertake at least two-days standardisation per year

Quality assurance staff must:

- hold or be working towards quality assurance qualifications or have quality assurance experience
- undertake quality assurance continuing professional development that equates to two full days of training each year
- be independent of the apprentice, their employer and training provider i.e. there must be no conflict of interest

## EPAO internal quality assurance

Internal quality assurance refers to the requirements that EPAOs must have in place to ensure consistent, reliable, accurate and valid assessment decisions. EPAOs for this EPA must undertake the following:

- appoint independent assessors that meet the requirements as detailed in this plan – see above
- provide training for independent assessors in terms of good assessment practice, operating the assessment tools and grading
- have quality assurance systems and procedures that support fair, reliable and consistent assessment across organisation and over time
- operate regular standardisation events that enable assessors to attend a minimum of two events per year
- operate moderation of assessment activity and decisions, through examination of documentation and observation of activity, with a minimum of 20% of each independent assessors' assessments moderated
- Have and operate an appeals and complaints process

## External quality assurance

The Worshipful Company of Butchers will undertake external quality assurance for this apprenticeship standard.

## Implementation

The following factors should ensure the EPA is affordable:

- the knowledge test and interview can be conducted remotely, reducing travel cost and down time
- employers premises should be used for EPA venues where possible
- the observation is conducted in the workplace, with the apprentice completing real work, adding value to the employer
- the observation is completed in the workplace and does not incur additional resource costs

It is anticipated that there will be 50 apprenticeship starts per year.

## Annex A. Knowledge, skills and behaviours assessed by each assessment method

Assessment methods	Key
Knowledge test	T
Workplace observation with questioning	WO
Interview	I

Ref	Core knowledge	Assessment method
CK1	The management of food safety & hygiene practices including cleaning & disinfection arrangements	T
CK2	CK2.i The implementation of health and safety policy and application within the business or function. CK2.ii equality and diversity regulations and good practice	T
CK3	The principles and comparisons involved in the science of various meat and poultry species and effects on the selection, cutting and production process	T
CK4	The principles of animal welfare, selection, procurement and purchasing processes & the influence that provenance may contribute in the farm to fork supply chain for various red and white meat	T
CK5	The end-to-end process for primal butchery in the meat business that starts from carcass selection, sides, or quarters, moving to separation from carcass & yield controls	WO
CK6	The principles and variations involved in the chilling, maturation, handling and storage of red and white meat as it goes through the cutting and/or processing	WO
CK7	The origins and nature of animal organs and tissues specified as Offal which is intended for sale to the customer /consumer in accordance with purchasing specifications and trade description requirement and Law	T
CK8	The standard operating procedures for CK8i grading meat CK8ii stock handling, cold storage, temperature controls and maturation	WO
CK9	How to respond to the various needs of customers from across communities, religions and dietary requirements and develop new plated and/or oven ready products and pastries	I
CK10	Cold and hot meat curing and smoking techniques	T
CK11	Merchandising, labelling, food allergen awareness and wider food store products	T
CK12	Management techniques including delegation, team building, mentoring, interviewing. appraisal and performance of self and team members as required	I
CK13	Sales practices including wholesale distribution and meat procurement	I

Ref	Core skills	Assessment method
CS1	Demonstrate full awareness and take responsibility for CS1i food safety, Hazard Analysis and Critical Control Points (HACCP) and CSii health and safety practices within their respective butchery functions and/or retailing environments	WO
CS2	CS2i Demonstrate technical abilities CS2ii Support others in the use of knives, hand saws, cleavers, banding needles and other relevant hand tools used in the process of primal cutting, boning, slicing, dicing, rolling, trimming and filleting as applicable to the butchery business	WO
CS3	Produce/contribute to making of company recipe sausages/pies and/or develop new meat products made to the specifications of local markets and/or customer requests	I
CS4	Take responsibility for the cold storage and cutting environment including temperature control, staff supervision, safety, hanging, handling and storage of meat	WO
CS5	Communicate effectively in a variety of ways with internal colleagues and with customers. This will involve compilation of reports, presentations to staff/customers and competent use of Information and communications technology (ICT) systems	I
CS6	Monitor and respond to the sales environment suggesting new and improved products for development and using initiative to prevent or solve problems as they may occur	I
CS7	Supervise the sales environment, organising self and others to ensure deadlines are met including cash, stock and financial administration of the business or area of responsibility	I

Ref	Core behaviours	Assessment method
BH1	Take personal operational responsibility for both health and food safety, apply safe working practices when using knives, hazardous tools and/or related equipment	WO
BH2	Be punctual, reliable, diligent and respectful towards customers, peers and colleagues at all times	WO
BH3	Be able to plan and organise self and others in the butchery area of responsibility	WO
BH4	Cultivate and maintain productive relationships with internal colleagues and external customers	WO
BH5	BH5i Keeping self and team/colleagues up to date with brand developments. BH5ii Take pride in new products actively promoting these with colleagues and customers	I
BH6	Leading by example in terms of meeting targets, solving problems, managing pressure and attaining the quality assurance expectations of the business	I
BH7	Take responsibility for personal continuous professional development (CPD)	I

Ref	Retail specialist knowledge & skills	Assessment method
RS1	Monitor, manage and respond to the sales performance of the retail business, including review of customer behaviour, sales patterns & product enhancement &/or placement	I
RS2	Understand and display a thorough knowledge of the procurement of meat through the retail business and champion fresh meat	I
RS3	Understand the principles of artisan butchery and be able to cut and bone at least four meat species including poultry &/or game, whilst displaying associated techniques that apply to the retail environment	WO
RS4	Develop and implement sales strategies and methods for maximising income including loyalty schemes, promotions and additional product development	I
RS5	Produce a minimum of three meat &/or poultry products from the range including joints, portions, cooked and hot products, sausages, burgers, pasties, curing, smoking, air drying & value added products	WO
RS6	Understand marketing and promotional techniques used to 'sell' the retail business, making use of social /web media to maximise the exposure of the business	I
RS7	Understand how to plan, co-ordinate and advise on cooking methods such as roasting, steam & bake-off operations in the retail environment	I
RS8	Know how to recruit, retain, train and develop the right people for the right roles in the retail business.	I
RS9	Understand how to implement and manage stock control systems for the shop environment, including effective procurement and purchase of non-meat products for sale to domestic customers	I
RS 10	Understand key business operations such as energy supply, insurance registrations, payroll systems, and basic bookkeeping and filing returns	I
RS 11	Be able to advise on and handle a range of customer orders and at times deal with customer complaints	I

Ref	Processing knowledge and skills	Assessment method
PS1	Understand and apply the legislative and regulatory requirements that apply for the safe, healthy and clean processing environment adhering to standard operating practices	WO
PS2	Demonstrate knife skills and precision cutting of at least one species of meat (applying to current environment), including technical understanding of muscle and primary carcass management	WO
PS3	Manage the production line team, ensuring customer orders are delivered in a timely and accurate fashion and within tolerances for size and weights	WO
PS4	Understand the sales, procurement and selection process within the processing business environment	I
PS5	Understand minimisation approaches to the management of meat, ensure staff and teams are adhering to business operating practices	I

<b>PS6</b>	Understand how to plan and manage production schedules and change over methods in the meat processing environment	I
<b>PS7</b>	Understand how to co-ordinate despatch and transport of orders in food operations	I
<b>PS8</b>	Be able to prepare effectively for audits and respond appropriately to findings, including the implementation of improvement actions across the area of responsibility	I

<b>Ref</b>	<b>In-store specialist knowledge and skills</b>	<b>Assessment method</b>
<b>IS1</b>	Manage the store department sales targets through regular monitoring of performance against results, identifying high and low performance meat products communicating results to line management	I
<b>IS2</b>	Understand the supermarket product offer, display of pre-pack meat via cabinet and placement policies keeping self and team up to date with brand developments and promotions	I
<b>IS3</b>	Understand the stock management and control (eg IPOS) system to minimise losses on out of date or damaged meat products. Ensure rotational processes are in place and react quickly to results to maintain business standards and stock requirements	<b>WO</b>
<b>IS4</b>	Plan and organise staff scheduling arrangements for the department and team including for peak times and seasons	I
<b>IS5</b>	Take control for audit, inventory and traceability processes as required by the business	<b>WO</b>

## Annex B. Grading descriptors

The following grading tables specify the fail, pass and distinction criteria for both the core and specialist option KSBs.

To achieve a pass the apprentice must demonstrate:

- all of the pass criteria in the knowledge test
- all of the pass criteria in the core and specialist workplace observation plus
- all of the pass criteria in the interview

To achieve a distinction the apprentice must demonstrate:

- all of the pass criteria in the knowledge test, plus two of the distinction criteria
- all of the pass criteria in the core and specialist workplace observation, plus three of the distinction criteria
- all of the pass criteria in the core interview plus three of the distinction criteria

## Assessment method 1: Knowledge test; short answer questions

Core Knowledge			
Occupational standard references	Fail A fail grade will be awarded if the apprentice does not demonstrate all of the pass criteria in full.	Pass To achieve a pass grade, the apprentice must demonstrate <b>all</b> of the pass criteria in full.	Distinction To achieve a distinction grade the apprentice must demonstrate <b>two</b> of the distinction criteria.
<b>Legislation, food safety, health and safety</b>  CK1 CK2i CK2.ii	Does not demonstrate the pass criteria in full.	Produces answers that demonstrate a competent understanding of: <ul style="list-style-type: none"> <li>the management of hygiene and food safety</li> <li>health and safety</li> <li>equality and diversity</li> </ul>	
<b>Principles of the science of meat and poultry in the production process</b>  CK3 CK10	Does not demonstrate the pass criteria in full	Produces answers that demonstrate a competent understanding of: <ul style="list-style-type: none"> <li>the principles of science used in butchery.</li> </ul>	Produces answers that demonstrate a detailed understanding and application of: <ul style="list-style-type: none"> <li>the principles of science used in butchery</li> <li>how science affects the production of meat and poultry products.</li> </ul>
<b>The supply chain</b>  CK4 CK7	Does not demonstrate the pass criteria in full	Produces answers that demonstrate a competent understanding of: <ul style="list-style-type: none"> <li>the meat and poultry supply chain.</li> </ul>	Produces answers that demonstrate a detailed understanding and application of: <ul style="list-style-type: none"> <li>the meat and poultry supply chain</li> <li>legislation and issues that affect the supply chain.</li> </ul>
<b>Merchandising and labelling and wider store products</b>  CK11	Does not demonstrate the pass criteria in full	Produces answers that demonstrate a competent understanding of: <ul style="list-style-type: none"> <li>merchandising butchery products.</li> </ul>	Produces answers that demonstrate a detailed understanding and application of: <ul style="list-style-type: none"> <li>merchandising butchery products</li> <li>labelling legislation.</li> </ul>

## Assessment method 2: Workplace observation with questioning

Core Knowledge, skills and behaviours (KSBs)			
Occupational standard references	Fail A fail grade will be awarded if the apprentice does not demonstrate all of the pass criteria in full.	Pass To achieve a pass grade, the apprentice must demonstrate <b>all</b> of the pass criteria in full.	Distinction To achieve a distinction grade the apprentice must demonstrate <b>three</b> of the distinction criteria.
<b>Health &amp; Safety, Food Safety, Regulations</b>  CS1 CS4 BH1	Does not demonstrate the pass criteria in full.	Works in a way that ensures self and others comply with legislation, and company health and safety, hygiene and food safety policies/procedures throughout butchery operations.	
		Identifies potential safety and hygiene risks that may occur in butchery operations.	Analyses the impact of safety and hygiene risks that may occur during butchery operations and suggests solutions to manage them.
		Ensures HACCP plans are implemented and followed by <ul style="list-style-type: none"> <li>• monitoring HACCP records</li> <li>• checking staff compliance with HACCP policies.</li> </ul>	Demonstrates how to provide support, advice and guidance to colleagues on HACCP policies.  Identifies solutions to HACCP non-compliance problems.
	Does not demonstrate the pass criteria in full	Explains how Equality and Diversity legislation affects the butchery business.  Give examples of at least five of the characteristics that are protected by the legislation.	
<b>Butchery techniques</b>  CK5	Does not demonstrate the pass criteria in full.	Describes the stages of the end-to-end primal butchery process.  Selects carcass or primal cuts to meet specific butchery task requirements, using age, weight, price, size, and sex criteria.	Use butchery techniques on sides, quarters or primal cuts to exceed yield requirements.  Compares the two industry grading systems used to categorise carcasses and

CS2		Use butchery techniques on sides, quarters or primal cuts to maintain yield requirements.	describes at least two differences between the systems.
		<p>Applies the correct cutting techniques.</p> <p>Selects tools and equipment required for specified cutting activities.</p> <p>Completes cutting activities to company specification tolerances and time specifications.</p> <p>Ensures that waste is minimised and yield specifications are met during cutting activities.</p>	Exceeds waste minimisation and yield specifications during cutting activities.
	Does not demonstrate the pass criteria in full.	Demonstrates cutting activities to others or explains how to support others to improve their own cutting techniques.	Identifies learning resources and training opportunities to meet butchery technique training and development needs for self and others.
<b>Communication, Team work, Customer Service</b>  BH3 BH4	Does not demonstrate the pass criteria in full.	<p>Explains the importance of good customer relationships to the butchery business.</p> <p>Provides examples of at least two methods used to manage and improve relationships with customers.</p>	
		<p>Ensure self and others in the butchery environment meet company standards and team objectives by</p> <ul style="list-style-type: none"> <li>• monitoring quality of work</li> <li>• briefing colleagues</li> <li>• providing feedback on work.</li> </ul>	<p>Provides at least two examples of leading work focussed discussions with colleagues, which could be</p> <ul style="list-style-type: none"> <li>• at team meeting</li> <li>• one to one discussion.</li> </ul>
		<p>Develops effective working relationships with colleagues by</p> <ul style="list-style-type: none"> <li>• actively listening to colleagues</li> <li>• contributing and sharing ideas</li> </ul>	<p>Outlines at least two examples of resolving problems or making improvements by working collaboratively with others.</p>

		<ul style="list-style-type: none"> <li>explaining work tasks to others if they need help or support.</li> </ul>	
<b>Pride in own work</b>  BH2	Does not demonstrate the pass criteria in full.	<p>Meets company standards for timekeeping, personal hygiene and appearance.</p> <p>Provides at least two examples of being respectful and responding to customer or colleagues needs.</p>	<p>Exceeds company standards when working with colleagues or customers, by</p> <ul style="list-style-type: none"> <li>taking extra time to ensure customers understand a product</li> <li>supporting or mentoring a colleague.</li> </ul>
<b>Storage and chill chain</b>  CK6 CK8	Does not demonstrate the pass criteria in full.	Adheres to company standard operating procedures for handling, storage, temperature controls and maturation.	
Compares the key differences between the temperature control and storage requirements of red and white meat during processing.			
<p>Provides at least four examples</p> <ul style="list-style-type: none"> <li>illustrating which stages of processing differ for red and white meat and</li> <li>describing the differences.</li> </ul>			
<p>Explains the importance of implementing company procedures to rotate stock, reduce waste and maximise yield.</p> <p>Provides at least three examples of problems that could affect the business if stock rotation procedures are not followed correctly.</p>		Provides at least two examples of identifying and resolving stock handling problems.	
		Explains how to accurately categorise meat to Visual Lean company standards.	

### Assessment method 3: Interview, underpinned by portfolio of evidence

Core Knowledge, skills and behaviours (KSBs)			
Standard references	Fail A fail grade will be awarded if the apprentice does not demonstrate all of the pass criteria in full.	Pass To achieve a pass grade, the apprentice must demonstrate <b>all</b> of the pass criteria in full.	Distinction To achieve a distinction grade the apprentice must demonstrate <b>three</b> of the distinction criteria.
<b>New Products</b> CK9 CS3 CS6 BH5	Does not demonstrate the pass criteria in full.	Explains how to analyse the needs of diverse communities.	
		Provides at least three examples of butchery products designed and developed to meet customer dietary and religious requirements.	
		Explains the importance of understanding the local market and developing new products to meet customer requirements.	Produces or contributes to at least one new recipe, product or specification change to meet customer requirements.
		Provides at least two examples of promoting new and improved products to customers and colleagues.	
<b>CPD</b> BH7		Explains the importance of CPD for butchers and provides examples of at least two company CPD requirements.	Provides examples of completing <ul style="list-style-type: none"> <li>• company CPD requirements</li> <li>• two or more additional learning or development activities</li> <li>• being proactive in seeking opportunities for own CPD.</li> </ul>
<b>Management techniques</b> CK12 BH6	Does not demonstrate the pass criteria in full	Illustrates how management techniques are implemented in the butchery business.  Describes at least one benefit to the butchery business of using each technique effectively: <ul style="list-style-type: none"> <li>• delegation</li> <li>• team building</li> <li>• mentoring</li> <li>• interviewing</li> </ul>	Proactively suggests at least two changes to improve management techniques and explains <ul style="list-style-type: none"> <li>• how to implement them</li> <li>• why they will improve the butcher business.</li> </ul>

		<ul style="list-style-type: none"> <li>• appraisal and performance of self and team members.</li> </ul>	
		Outlines the importance of leading by example to share knowledge with colleagues, to manage pressure in the workplace, maintain quality standards and sales targets.	Provides at least two examples that illustrate how team leaders can motivate colleagues to achieve and improve their performance.
<b>Butchery communication / information</b>  CS5	Does not demonstrate the pass criteria in full	Communicates effectively with customers/staff, ensuring the methods of communication meet the customer/staff needs. Outlines at least two ways that butchers use ICT to improve business practices and processes.	Proactively suggests at least two new ways to use information/ICT to improve communication and outlines the benefits to the butchery business.

## Grading criteria for specialist options

Retail specialist knowledge and skills Workplace observation			
Standard references	Fail	Pass	Distinction
	A fail grade will be awarded if the apprentice does not demonstrate all of the pass criteria in full.	To achieve a pass grade, the apprentice must demonstrate all of the pass criteria in full.	To achieve a distinction grade the apprentice must demonstrate <b>all three</b> of the retail specialist distinction criteria.
<b>Retail butchery</b> RS3 RS5	Does not demonstrate the pass criteria in full	Produces at least three meat/poultry products <ul style="list-style-type: none"> <li>to company product and quality specifications</li> <li>complying with waste minimisation and yield tolerances.</li> </ul>	Adapts recipes and specifications to improve <ul style="list-style-type: none"> <li>product quality</li> <li>waste minimisation and yield tolerances.</li> </ul>
Retail specialist knowledge and skills Interview			
<b>Sales and customer service</b>  RS1 RS2ii RS4 RS6 RS7 RS11	Does not demonstrate the pass criteria in full	Explains the importance of analysing sales data and customer preferences in a retail butchery business.	
		Provides at least two examples of how to increase sales by using company strategies and techniques.	Develops and implements at least one new sales, marketing or promotional technique to increase sales in the retail business.
		Illustrates how to champion fresh meat to customers.	Develops at least one new technique to champion the benefits of fresh meat.
		Provides at least two examples to show how butchery businesses use social media in their sales and marketing plans.	
		Provides at least two examples of providing customers with advice on preparing and cooking meat.	
<b>Retail business operations</b>  RS2	Does not demonstrate the pass criteria in full	Explains the importance of ensuring retail business staff adhere to procurement and stock control policies.	

RS8 RS10		Provides at least one example of own contribution to recruitment or training processes in the retail business.	
		Answers at least four questions correctly to provide evidence of understanding company <ul style="list-style-type: none"> <li>• payroll and finance systems</li> <li>• insurance requirements</li> <li>• energy supply use.</li> </ul>	Provides at least one suggestion to <ul style="list-style-type: none"> <li>• implement one change to improve company business processes</li> <li>• explains the benefits it provides.</li> </ul>

**Processing knowledge and skills**  
**Workplace observation with questioning**

<b>Standard references</b>	<b>Fail</b> A fail grade will be awarded if the apprentice does not demonstrate all of the pass criteria in full.	<b>Pass</b> To achieve a pass grade, the apprentice must demonstrate all of the pass criteria in full.	<b>Distinction</b> To achieve a distinction grade the apprentice must demonstrate <b>all three</b> of the distinction criteria.
<b>Butchery operations</b>  PS2 PS1	Does not demonstrate the pass criteria in full	Selects correct cutting equipment and cuts carcass or primal cut <ul style="list-style-type: none"> <li>• to company product and quality and specifications and standard operating procedures</li> <li>• complying with waste minimisation and yield tolerances</li> <li>• to meet customer specifications.</li> </ul>	Suggests changes to cutting specifications to improve <ul style="list-style-type: none"> <li>• product quality</li> <li>• waste minimisation and yield tolerances.</li> </ul>
		Identifies and describes the impact of at least four factors that affect safety, hygiene and cleanliness standards in processing operations.	
<b>Managing production team</b>  PS1	Does not demonstrate the pass criteria in full	Explains the importance of ensuring processing staff adhere to company start up, changeover, processing and close down procedures.	

		Develops effective working relationships with colleagues by <ul style="list-style-type: none"> <li>actively listening to colleagues</li> <li>contributing and sharing ideas</li> <li>explaining work tasks to others if they need help or support.</li> </ul>	
<b>Processing knowledge and skills</b> <b>Interview</b>			
<b>Sales and procurement</b>  PS4	Does not demonstrate the pass criteria in full	Explains the importance of adhering to company procurement and selection processes.  Provides at least two examples of problems that could affect the business if procedures are not followed correctly.	Provides at least two examples of identifying and resolving procurement and carcass selection problems.
<b>Processing operations</b>  PS5 PS6 PS7	Does not demonstrate the pass criteria in full	Explains the importance of ensuring processing staff follow company procedures for butchery practice.  Answers at least four questions correctly to provide evidence of understanding company <ul style="list-style-type: none"> <li>despatch</li> <li>transport</li> <li>waste minimisation policies and procedures.</li> </ul>	Provides at least one suggestion to <ul style="list-style-type: none"> <li>implement one change to improve company business processes</li> <li>explains the benefits it provides.</li> </ul>

<b>In-store knowledge and skills</b> <b>Workplace observation with questioning</b>			
<b>Standard references</b>	<b>Fail</b> A fail grade will be awarded if the apprentice does not demonstrate all of the pass criteria in full.	<b>Pass</b> To achieve a pass grade, the apprentice must demonstrate all of the pass criteria in full.	<b>Distinction</b> To achieve a distinction grade the apprentice must demonstrate <b>all three</b> of in-store distinction criteria.

<b>Managing in-store processes</b>  IS3 IS6   IS5	Does not demonstrate the pass criteria in full  Does not demonstrate the pass criteria in full	Explains the importance of adhering to company stock management, traceability and inventory auditing processes.  Provides at least four examples of problems that could affect the business if stock management, traceability and inventory auditing processes are not followed correctly.	Provides at least two examples of identifying and resolving stock management, traceability and inventory auditing problems.
		Merchandises and displays products to meet company specifications.	Develops and implements at least one new merchandising product or display to increase sales.
<b>In-store knowledge and skills Interview</b>			
<b>Managing in-store team</b>  IS4  IS1	Does not demonstrate the pass criteria in full	Explains how to produce staffing schedules to meet <ul style="list-style-type: none"> <li>• company requirements for service standards</li> <li>• peaks in customer demand</li> <li>• seasonal changes to products and service levels.</li> </ul>	
		Explains the importance of analysing sales data and customer preferences for management reports.	
Product offer <b>IS2</b>		Answers at least four questions correctly to provides evidence of understanding company <ul style="list-style-type: none"> <li>• product offer</li> <li>• placement policies</li> <li>• pre-pack and cabinet displays.</li> </ul>	Provides at least one suggestion to improve company product offer or display policy and explains the benefits it will provide.