

1287 Level 2/3 Award/ Certificate/ Diploma for Proficiency in Meat and Poultry Industry Skills Centre Guide

September 2017 Version 2.1



Qualification at a glance

Subject area	Proficiency in Meat and Poultry Industry Skills
City & Guilds number	1287
Age group approved	16-18, 18+, 19+
Entry requirements	None
Assessment	Portfolio of evidence
Support materials	Unit Pack Centre Handbook
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	City & Guilds number	Accreditation number
Level 2 Award for Proficiency in Meat and Poultry Industry Skills	1287-20	600/7765/7
Level 2 Certificate for Proficiency in Meat and Poultry Industry Skills	1287-21	600/4036/1
Level 2 Diploma for Proficiency in Meat and Poultry Industry Skills	1287-22	600/4039/7
Level 3 Certificate for Proficiency in Meat and Poultry Industry Skills	1287-31	600/4043/9
Level 3 Diploma for Proficiency in Meat and Poultry Industry Skills	1287-32	600/4072/5

Version and date	Change detail	Section
2.1 September 2017	Added TQT details	Qualification at a glance, Structure
	Deleted QCF	Throughout
Version 2.0 (21 Jan 2013)	Level 2 Award for Proficiency in Meat and Poultry Industry Skills added	1.1 Structure



Contents

1	Introduction	4	
1.1	Structure		5
	Level 2 rules of combination		5
	Level 3 rules of combination		17
2	Centre requirements	24	
	Approval		24
	Assessors and internal verifiers		25
	Continuing professional development (CPD)		27
	Candidate entry requirements		27
	Age restrictions		27
3	Delivering the qualification	28	
	Initial assessment and induction		28
	Recording documents		29
4	Assessment	30	
	Assessment of the qualification		30
	Time constraints		30
	Workplace testimony		30
	Simulation		30
	Recognition of prior learning and experience		31
5	Units	32	
Appendix 1	Relationships to other qualifications	33	
Appendix 2	Sources of general information	34	



1 Introduction

This document tells you what you need to do to deliver the qualifications:

Area	Description
Who are the qualifications for?	<p>The Level 2 qualifications are designed for learners who are working in the meat and poultry industry. They cover a broad range of skills from handling of livestock, primary meat processing, secondary processing/butchery and butchery sales and service.</p> <p>The Level 3 qualifications are designed for learners who are working in the meat and poultry industry. They cover a broad range of skills from the monitoring of livestock, meat processing/butchery and butchery sales and service.</p> <p>These qualifications offer learners the opportunity to develop skills and knowledge required to prove competence at work. They will also suit learners who are competent in meat processing activities and are looking for ways of developing their existing skills and knowledge, perhaps to support multi-skilling or increase productivity at work.</p>
What do the qualifications cover?	<p>The flexible choice of units, allows learners to select units that are most relevant to their own employment, learning and progression requirements. The choice of units also reflects the wide variety of jobs which people do in different types of companies in the meat industry.</p> <p>The common operations units offer learners the opportunity to achieve competences which are generic to the whole food and drink industry, such as food safety, working with others and quality.</p>
What opportunities for progression are there?	<p>These qualifications allow candidates to progress into employment or to the following City & Guilds qualifications:</p> <ul style="list-style-type: none"> • Level 2, 3 and 4 Award/Certificate/Diploma for Proficiency in Food Manufacturing Excellence (1284) • Level 3 Award/Certificate/Diploma for Proficiency in Baking Industry Skills (1285) • Level 2/3 Certificate/Diploma for Proficiency in Fresh Produce Industry Skills (1289) • Level 2 Certificate/Diploma for Proficiency in Fish Industry Skills (1288).

1.1 Structure

Level 2 rules of combination

The units within the **Level 2 Award, Certificate and Diploma for Proficiency in Meat and Poultry Industry Skills** are listed below in Unit Groups A, B and C. The rules of combination are very flexible, allowing candidates to select the units most suited to their role or area of interest.

Learners must achieve a **minimum of 10 credits** to achieve the **Level 2 Award for Proficiency in Meat and Poultry Industry Skills (1287-20)**

- a minimum of 8 credits must come from Unit Group A
- a maximum of 4 credits may come from Unit Group B

Learners may take all of the required 10 credits from Group A. It is **not** mandatory for learners to take any credits from Group B and learners must not take any credits from Group C.

Learners must achieve a **minimum of 27 credits** to achieve the **Level 2 Certificate for Proficiency in Meat and Poultry Industry Skills (1287-21)**:

- a minimum of 21 credits must come from Unit Group A
- a maximum of 4 credits may come from Unit Group B
- a maximum of 6 credits may come from Unit Group C.

Learners may take all of the required 27 credits from Group A. It is **not** mandatory for learners to take any of the credits from Groups B or C to achieve the Certificate.

Learners must achieve a **total of 37 credits** to achieve the **Level 2 Diploma for Proficiency in Meat and Poultry Industry Skills (1287-22)**, composed of a:

- a minimum of 22 credits must come from Unit Group A
- a maximum of 8 credits may come from Unit Group B
- a minimum of 7 credits (a maximum of 15 credits) must be achieved from Unit Group C.

Learners may take all of the required 37 credits from Groups A and C. It is **not** mandatory for learners to take any of the credits from Group B to achieve the Diploma.

Unit Group A

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
D/502/7709	001	Receive livestock in food operations	2
R/502/7710	002	Understand how to receive livestock in food operations	3
Y/502/7711	003	Receive poultry in food operations	2
D/502/7712	004	Understand how to receive poultry in food operations	3
H/502/7713	005	Contribute to Bio-security in livestock holding in food operations	2
K/502/7714	006	Understand how to contribute to bio-security in livestock holding in food operations	2
M/502/7715	007	Maintain reception and holding areas for livestock in food operations	2
T/502/7716	008	Understand how to maintain reception and holding areas for livestock in food operations	2
A/502/7717	009	Care for livestock pre-slaughter in food operations	1
F/502/7718	010	Understand how to care for livestock pre-slaughter in food operations	2
J/502/7719	011	Care for poultry pre-slaughter in food operations	1
A/502/7720	012	Understand how to care for poultry pre-slaughter in food operations	2
F/502/7721	013	Prepare and monitor feed and water supplies to livestock in food operations	2
J/502/7722	014	Understand how to prepare and monitor feed and water supplies to livestock in food operations	2
H/502/7730	015	Carry out manual stunning of poultry	2
T/502/7733	016	Understand how to carry out manual stunning of poultry	2
J/502/7736	017	Carry out manual stunning of red meat species	2
R/502/7738	018	Understand how to carry out manual stunning of red meat species	2
Y/502/7739	019	Operate an electric stunning system for poultry	2

R/502/7741	020	Understand how to operate an electric stunning system for poultry	2
Y/502/7742	021	Operate a gas stunning system for poultry	2
H/502/7744	022	Understand how to operate a gas stunning system for poultry	2
K/502/7745	023	Operate a stunning system for red meat species	2
M/502/7746	024	Understand how to operate a stunning system for red meat species	2
T/502/7747	025	Carry out manual bleeding operations	2
A/502/7748	026	Understand how to carry out manual bleeding operations	2
L/502/7754	027	Operate a poultry bleeding system	2
R/502/7755	028	Understand how to operate a poultry bleeding system	2
H/502/7761	029	Carry out religious slaughter	2
K/502/7762	030	Understand how to carry out religious slaughter	2
M/502/7763	031	Carry out bleeding operations for Halal meat	2
F/502/7766	032	Understand how to carry out bleeding operations for Halal meat	2
R/502/7772	033	Operate a meat carcass shackling system	1
A/502/7782	034	Understand how to operate a meat carcass shackling system	1
R/502/7786	035	Carry out skinning of meat carcasses	1
Y/502/7756	036	Understand how to carry out skinning of meat carcasses	1
K/502/7759	037	Operate a poultry plucking system	1
M/502/7794	038	Understand how to operate a poultry plucking system	1
Y/502/7787	039	Operate a de-hairing system	1
D/502/7788	040	Understand how to operate a de-hairing system	1
J/502/7803	041	Carry out rodding and clipping of meat carcasses	1
R/502/7805	042	Understand how to carry out rodding and clipping of meat carcasses	1
Y/502/7806	043	Carry out splitting of meat carcasses	1
H/502/7808	044	Understand how to carry out splitting of meat carcasses	1
K/502/7809	045	Remove specified risk material in meat processing	1

J/502/7817	046	Understand how to remove specified risk material in meat processing	1
L/502/7818	047	Control automated meat/poultry processing operations	2
R/502/7819	048	Understand how to control automated meat/poultry processing operations	2
D/502/7810	049	Carry out manual evisceration of poultry carcasses	1
K/502/7812	050	Understand how to carry out manual evisceration of carcasses for Kosher meat	1
M/502/7813	051	Understand how to carry out manual evisceration of poultry carcasses	1
H/502/7811	052	Carry out manual evisceration of red meat carcasses	1
T/502/7814	053	Understand how to carry out manual evisceration of red meat carcasses	1
A/502/7815	054	Operate a carcass electrical stimulation system	1
F/502/7816	055	Understand how to operate a carcass electrical stimulation system	1
M/502/7830	056	Sort waste by-products and edible co-products in meat processing	1
T/502/7831	057	Understand how to sort poultry waste by-products and edible co-products	1
F/502/7833	058	Understand how to sort red meat waste by-products and edible co-products	1
R/502/7836	059	Process waste by-products and edible co-products in meat processing	1
Y/502/7885	060	Understand how to process poultry waste by-products and edible co-products	1
D/502/7838	061	Understand how to process red meat waste by-products and edible co-products	1
Y/502/7840	062	Carry out primal cutting in meat processing	2
K/502/7843	063	Understand how to carry out primal cutting in poultry processing	2
T/502/7845	064	Understand how to carry out primal cutting in red meat processing	2
F/502/7847	065	Carry out boning in meat processing	3

J/502/7848	066	Understand how to carry out boning in poultry processing	2
L/502/7849	067	Understand how to carry out boning in red meat processing	2
L/502/7852	068	Carry out seaming or filleting in meat processing	2
F/502/7850	069	Understand how to carry out seaming or filleting in meat processing	2
R/502/7853	070	Carry out trimming in meat processing	2
Y/502/7854	071	Understand how to carry out trimming in meat processing	2
D/502/7855	072	Carry out primal butchery of red meat in sales operations	2
H/502/7856	073	Understand how to carry out primal butchery of red meat in sales operations	2
M/502/7858	074	Carry out secondary butchery of red meat in sales operations	2
T/502/7859	075	Understand how to carry out secondary butchery of red meat in sales operations	2
K/502/7860	076	Carry out poultry butchery in sales operations	2
M/502/7861	077	Understand how to carry out poultry butchery in sales operations	2
T/502/7862	078	Carry out wild game butchery in sales operations	2
A/502/7863	079	Understand how to carry out wild game butchery in sales operations	2
L/502/7866	080	Produce portion controlled raw meat products	2
R/502/7867	081	Understand how to produce portion controlled raw meat products	1
Y/502/7868	082	Carry out flavour enhancement in meat processing	2
D/502/7869	083	Understand how to carry out flavour enhancement in meat processing	2
R/502/7870	084	Operate a meat injection system	2
Y/502/7871	085	Understand how to operate a meat injection system	2
D/502/7872	086	Cure meat products	2
H/502/7873	087	Understand how to cure meat products	2
K/502/7874	088	Carry out massaging in meat processing	2

M/502/7875	089	Understand how to carry out massaging in meat processing	2
T/502/7876	090	Produce sausages	2
A/502/7877	091	Understand how to produce sausages	1
R/601/4675	092	Fill or extrude meat and meat based mixtures	2
D/601/4677	093	Understand how to fill or extrude meat and meat based mixtures	2
F/502/7878	094	Produce batch meat preparations and products	2
J/502/7879	095	Understand how to produce batch meat preparations and products	1
A/502/7880	096	Oven cook batched meat and meat products	2
F/502/7881	097	Understand how to oven cook batched meat and meat products	2
J/502/7882	098	Fry poultry products	2
L/502/7883	099	Produce added value meat products in sales operations	2
R/502/7884	100	Understand how to produce added value meat products in sales operations	2
L/602/1706	101	Prepare sauces and marinades by hand in food manufacture	3
R/602/1707	102	Understand how to prepare sauces and marinades in food manufacture	2
K/601/4570	103	Prepare ingredients and store fillings and toppings in food manufacture	3
H/601/4616	104	Understand how to prepare and store savoury fillings and toppings in food manufacture	2
L/601/8305	105	Sell food products in a retail environment	2
R/601/8306	106	Understand how to sell food products in a retail environment	3
F/502/7864	107	Display meat and meat products in sales operations	2
J/502/7865	108	Understand how to display meat and meat products in sales operations	2
D/602/4576	109	Serve on a specialist food retail counter	2
H/602/4577	110	Understand how to serve on a specialist food retail counter	2
A/601/4573	111	Bake-off food products for sale	2
J/601/4575	112	Understand how to bake-off food products for sale	2

D/601/4615	113	Assemble and process products for food service	2
M/601/4618	114	Understand how to assemble and process products for food service	2
D/601/4582	115	Prepare to operate a counter/take away service in food operations	2
J/601/4589	116	Understand how to prepare to operate a counter/take away service in food operations	2
F/601/4591	117	Operate a counter/take-away service in food operations	2
D/601/4596	118	Understand how to operate a counter/take-away service in food operations	2
M/601/4599	119	Prepare to operate a table/tray service in food operations	2
H/601/4602	120	Understand how to prepare to operate a table/tray service in food operations	2
M/601/4604	121	Operate a table/tray service in food operations	2
T/601/4605	122	Understand how to operate a table/tray service in food operations	2
A/601/8297	123	Produce product packs in food operations	3
F/601/8298	124	Understand how to produce product packs in food operations	3
R/601/4580	125	Produce individual packs by hand in food operations	3
A/502/7443	126	Understand how to produce individual packs by hand in food operations	3
J/502/7820	127	Label food products by hand in food operations	1
L/502/7821	128	Understand how to label food products by hand in food operations	1
R/502/7822	129	Prepare food product orders for customers in operations	1
Y/502/7823	130	Understand how to prepare food product orders for customers in food operations	1
M/602/1715	131	Prepare orders for despatch in food operations	3
M/602/1696	132	Understand how to prepare orders for despatch in food operations	3
F/601/8303	133	Monitor food hygiene standards using rapid test methods in operations	3

J/601/8304	134	Understand how to monitor food hygiene standards using rapid test methods in operations	2
T/602/1702	135	Control weighing in food manufacture	2
Y/601/4631	136	Control temperature reduction in food manufacture	3
D/601/4632	137	Control wrapping in food manufacture	3
R/601/4613	138	Control slicing in food manufacture	3
Y/601/4614	139	Understand how to control processes in food manufacture	4
J/602/1705	140	Control defrosting in food manufacture	2
D/601/4663	141	Understand how to control defrosting in food manufacture	3
T/601/4653	142	Slice and bag individual food products	2
R/601/4658	143	Understand how to slice and bag individual food products	2
M/601/4666	144	Control washing and drying machinery in food operations	3
T/601/4670	145	Understand how to control washing and drying machinery in food operations	2
Y/601/2944	146	Contribute to problem diagnosis in food manufacture	2
D/601/2945	147	Understand how to contribute to problem diagnosis in food manufacture	2
H/601/2946	148	Contribute to problem resolution in food manufacture	3
K/601/2947	149	Understand how to contribute to problem resolution in food manufacture	2
H/601/8309	150	Carry out product changeovers in food manufacture	2
Y/601/8310	151	Understand how to carry out product changeovers in food manufacture	2
D/502/7449	152	Palletise and wrap products in food operations	3
R/502/7450	153	Understand how to palletise and wrap products in food operations	2
R/601/4627	154	Pack orders for despatch in food operations	1
Y/601/4628	155	Understand how to pack orders for despatch in food operations	1
A/601/4623	156	Store goods and materials in food operations	3

F/601/4624	157	Understand how to store and organise goods and materials in food operations	4
T/601/8301	158	Lift and handle materials safely in food operations	2
A/601/8302	159	Understand how to lift and handle materials safely in food operations	2
J/601/4625	160	Supply materials for production in food operations	3
L/601/4626	161	Understand how to supply materials for production in food operations	3
J/601/8299	162	Control hygiene cleaning in food operations	3
K/601/5184	163	Carry out disinfection in food operations	2
T/601/5186	164	Understand how to carry out disinfection in food operations	2
M/601/8300	165	Understand how to control hygiene cleaning in food operations	3
T/602/0632	166	Sharpen cutting tools for use in food operations	2
F/602/0634	167	Understand how to sharpen cutting tools for use in food operations	2
T/601/2921	168	Contribute to the maintenance of plant and equipment in food operations	3
A/601/2922	169	Understand how to contribute to the maintenance of plant and equipment in food operations	3
Y/601/2927	170	Organise and improve work activities for achieving excellence in food operations	3
D/601/2928	171	Understand how to organise and improve work activities for achieving excellence in food operations	3
K/601/2933	172	Contribute to the application of improvement techniques for achieving excellence in food operations	3
M/601/2934	173	Understand how to contribute to the application of improvement techniques for achieving excellence in food operations	3
A/601/2919	174	Contribute to environmental safety in food operations	2
M/601/2920	175	Understand how to contribute to environmental safety in food operations	2

L/601/2925	176	Contribute to sustainable practice in food operations	2
R/601/2926	177	Understand how to contribute to sustainable practice in food operations	2
D/601/8311	206	Carry out sampling for quality control in food operations	2
H/601/8312	207	Understand how to carry out sampling for quality control in food operations	3

Unit Group B

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
H/601/2896	178	Work effectively with others in food operations	2
K/601/2897	179	Understand how to work effectively with others in food operations	2
T/601/2899	180	Maintain product quality in food operations	2
H/601/2901	181	Understand how to maintain product quality in food operations	2
K/601/2902	182	Maintain workplace food safety standards in operations	2
M/601/2903	183	Understand how to maintain workplace food safety standards in operations	2
M/601/2917	184	Maintain workplace health and safety in food operations	2
T/601/2918	185	Understand how to maintain workplace health and safety in food operations	2
H/601/2929	186	Contribute to continuous improvement for achieving excellence in food operations	3
Y/601/2930	187	Understand how to contribute to continuous improvement for achieving excellence in food operations	2
K/601/8313	188	Clean in place (CIP) plant and equipment in food operations	3
M/601/8314	189	Understand how to prepare for and conduct cleaning in place (CIP) of plant and equipment in food operations	2

T/601/8315	190	Understand how to avoid contamination and complete cleaning in place (CIP) of plant and equipment in food operations	2
A/601/8316	191	Carry out task hand-over procedures in food manufacture	2
F/601/8317	192	Understand how to carry out task hand-over procedures in food manufacture	1

Unit Group C

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
H/502/7842	193	Principles of slaughtering for Halal meat	2
D/502/7841	194	Principles of slaughtering for Kosher meat	2
H/502/7839	195	Principles of butchery	2
Y/502/7837	196	Principles of curing meat	2
L/502/7835	197	Principles of a specialist raw meat and poultry sales service	2
J/502/7834	198	Principles of a specialist cooked meat and poultry sales service	2
A/502/7832	199	Principles of a specialist cheese service	2
A/502/7829	200	Principles of chilling and freezing meat and poultry	2
T/502/7828	201	Principles of frying poultry products	2
K/502/7826	202	Principles of technology in meat processing	2
D/502/7824	203	Principles of modified atmosphere and vacuum packaging in food technology	2
H/502/7436	204	Principles of food processing operations	1
M/502/7357	205	Principles of instrumentation and control systems in food operations	3
M/502/7844	208	Principles of breed and pre-slaughter selection of meat and poultry species	3
M/502/7827	209	Principles of classification of meat and poultry carcasses	3
A/502/7846	210	Principles of adding value to meat and poultry products	3

H/502/7825	211	Principles of animal waste and by-product removal and the processing of edible co-products	3
A/602/4505	212	Principles of weights and measures in food technology	4
F/602/4506	213	Principles of freezing methods in food technology	4
T/602/4566	214	Principles of food labelling in food operations	4
Y/600/2382	215	The principles of HACCP for food manufacturing	3
F/601/2954	216	Principles of continuous improvement techniques (Kaizen) in food operations	3
L/601/2701	217	Principles of sustainability in food operations	4

Level 3 rules of combination

The units within the **Level 3 Certificate and Diploma for Proficiency in Meat and Poultry Industry Skills** are listed below in Groups A, B and C. The rules of combination are very flexible, allowing candidates to select the units most suited to their role or area of interest.

To achieve the **Level 3 Certificate for Proficiency in Meat and Poultry Industry Skills (1287-31)**, learners must achieve a **minimum of 27 credits**:

- a minimum of 21 credits must come from Unit Group A
- a maximum of 4 credits may come from Unit Group B
- a maximum of 6 credits may come from Unit Group C.

Learners may take all of the required 27 credits from Group A. It is **not** mandatory for learners to take any of the credits from Group B or C to achieve the Certificate.

To achieve the **Level 3 Diploma for Proficiency in Meat and Poultry Industry Skills (1287-32)**, learners must achieve a **minimum of 37 credits**:

- a minimum of 22 credits must come from Unit Group A
- a maximum of 8 credits may come from Unit Group B
- a minimum of 7 credits must be achieved from Unit Group C.

Learners may take all of the required 37 credits from Groups A and C, as outlined above. It is **not** mandatory for learners to take any of the 37 credits from Unit Group B.

Unit Group A

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
D/601/8311	206	Carry out sampling for quality control in food operations	2
H/601/8312	207	Understand how to carry out sampling for quality control in food operations	3
A/502/8009	218	Arrange transport scheduling for the delivery of livestock in food operations	2
M/502/8010	219	Understand transport scheduling for the delivery of livestock in food operations	2
T/502/8011	220	Monitor and control the reception of livestock in food operations	2
D/502/8018	221	Understand how to monitor and control reception of livestock in food operations	2

H/502/8019	222	Monitor the health and welfare of livestock pre-slaughter in food operations	2
Y/502/8020	223	Understand how to monitor the health and welfare of livestock pre-slaughter in food operations	2
D/502/8021	224	Maintain lairage and ante-mortem facilities in food operations	2
H/502/8022	225	Understand how to maintain lairage and ante-mortem facilities in food operations	2
M/502/8024	226	Monitor bleeding for Kosher meat	2
T/502/8025	227	Understand how to monitor bleeding for Kosher meat	2
A/502/8026	228	Monitor slaughter operations in meat processing	3
J/502/8028	229	Understand how to monitor slaughter operations in meat processing	2
L/502/8029	230	Monitor carcass operations in meat processing	3
F/502/8030	231	Understand how to monitor carcass operations in meat processing	2
J/502/8031	232	Monitor carcass compliance and holding in meat processing	3
L/502/8032	233	Understand how to monitor carcass compliance and holding in meat processing	2
R/502/8033	234	Monitor an automated meat/poultry processing system	3
Y/502/8034	235	Understand how to monitor an automated meat/poultry processing system	2
D/502/8035	236	Classify meat/poultry carcasses	3
H/502/8036	237	Monitor the recovery of by-products and disposal of waste in meat processing	3
K/502/8037	238	Understand how to monitor the recovery of by-products and disposal of waste in meat processing	2
M/502/8038	239	Monitor the recovery of co-products and disposal of waste in meat processing	3
T/502/8039	240	Understand how to monitor the recovery of co-products and disposal of waste in meat processing	2
K/502/8040	241	Monitor primal butchery in meat processing	3
M/502/8041	242	Understand how to monitor primal butchery in meat processing	2

T/502/8042	243	Monitor secondary butchery in meat processing	3
A/502/8043	244	Understand how to monitor secondary butchery in meat processing	2
J/502/8045	245	Monitor butchery in sales operations	3
L/502/8046	246	Understand how to monitor butchery in sales operations	2
R/502/8047	247	Monitor the manufacture of meat products/preparations	3
Y/502/8048	248	Understand how to monitor the manufacture of meat products/preparations	2
D/502/8049	249	Monitor treatment operations in meat processing	3
R/502/8050	250	Understand how to monitor treatment operations in meat processing	2
Y/502/8051	251	Monitor the slicing and wrapping of meat/meat products	3
J/502/8059	252	Understand how to monitor the slicing and wrapping of meat/meat products	2
J/602/4569	253	Plan and co-ordinate bake-off operations in food manufacture	3
A/602/4570	254	Understand how to plan and co-ordinate bake-off operations in food manufacture	3
D/601/5280	255	Maximise sales in a food retail environment	4
R/601/5292	256	Understand how to maximise sales of food products in a retail environment	3
D/601/5294	257	Understand how to plan to maximise sales of food products in a retail environment	3
M/602/4579	258	Set up and maintain food retail operations	3
H/602/4580	259	Monitor effectiveness of food retail operations	2
K/602/4581	260	Understand how to co-ordinate food retail operations	2
M/602/4582	261	Plan and co-ordinate food services	3
A/602/4584	262	Understand how to plan and co-ordinate food services	3
F/602/4585	263	Set up and maintain food service operations	2
J/602/4586	264	Monitor effectiveness of food service operations	2
L/602/4587	265	Understand how to set up and maintain food service operations	2

F/602/4571	266	Organise the receipt and storage of goods and materials in food operations	3
J/602/4572	267	Understand how to organise the receipt and storage of goods and materials in food operations	3
Y/602/1708	268	Monitor and maintain storage conditions in food operations	3
Y/602/4575	269	Monitor stored goods and materials in food operations	2
D/601/5179	270	Monitor and maintain storage systems and procedures in food operations	2
D/601/5182	271	Understand how to monitor and maintain storage systems in food operations	2
D/602/5811	272	Maintain plant and equipment in food operations	4
K/602/5830	273	Understand how to maintain plant and equipment in food operations	3
J/601/5225	274	Interpret and communicate information and data in food operations	3
L/601/5226	275	Understand how to interpret and communicate information and data in food operations	3
A/602/4701	276	Control energy efficiency in food operations	3
R/602/5627	277	Contribute to continuous improvement of food safety in operations	3
Y/602/5628	278	Understand how to contribute to continuous improvement of food safety in operations	4
F/602/5834	280	Control and monitor safe supply of raw materials and ingredients in food operations	1
J/602/5835	281	Understand how to control and monitor safe supply of raw materials and ingredients in food operations	3
A/502/7412	282	Evaluate and improve production in food manufacture	3
F/502/7413	283	Understand how to evaluate and improve production in food manufacture	2
J/502/7414	284	Plan production schedules in food manufacture	3
L/502/7415	285	Understand how to plan production schedules in food manufacture	2
Y/602/5838	286	Contribute to optimising work areas in food manufacture	3

D/602/5839	287	Understand how to contribute to optimising work areas in food manufacture	3
A/602/4617	288	Diagnose problems in food operations	3
F/602/4618	289	Understand how to diagnose problems in food operations	3
J/602/4619	290	Resolve problems in food operations	3
A/602/4620	291	Understand how to resolve problems in food operations	4
F/602/4697	292	Monitor and control throughput to achieve targets in food operations	2
J/602/4698	293	Understand how to monitor and control throughput to achieve targets in food operations	3
M/602/5831	294	Set up and maintain picking and packing orders in food operations	3
T/602/5832	295	Monitor effectiveness of picking and packing operations in food operations	2
A/602/5833	296	Understand how to coordinate picking and packing orders in food operations	2
D/502/8052	297	Monitor wrapping and labelling of products in food operations	2
H/502/8053	298	Understand how to plan and co-ordinate wrapping and labelling in food operations	2
M/502/8055	299	Monitor effectiveness of despatch and transport in food operations	2
T/502/8056	300	Understand how to co-ordinate despatch and transport of orders in food operations	2
J/601/9680	319	Report on compliance with food safety requirements in operations	4
L/601/9681	320	Understand how to report on compliance with food safety requirements in operations	4

Unit Group B

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
H/602/5826	301	Monitor food safety at critical control points in operations	1
Y/602/1692	302	Monitor product quality in food operations	3
T/602/5829	303	Understand how to control product quality in food operations	2

K/602/5827	304	Monitor health, safety and environmental systems in food operations	2
M/602/5828	305	Understand how to monitor health, safety and environmental management systems in food operations	3
L/602/5075	306	Manage organisational change for achieving excellence in food operations	4
R/602/5076	307	Understand how to manage organisational change for achieving excellence in food operations	3
M/602/6302	308	Develop working relationships with colleagues in food operations	3
A/602/6304	309	Understand how to develop working relationships with colleagues in food operations	2

Unit Group C

Unit accreditation number	City & Guilds unit number	Unit title	Credit value
M/502/7844	208	Principles of breed and pre-slaughter selection of meat and poultry species	3
M/502/7827	209	Principles of classification of meat and poultry carcasses	3
A/502/7846	210	Principles of adding value to meat and poultry products	3
H/502/7825	211	Principles of animal waste and by-product removal and the processing of edible co-products	3
A/602/4505	212	Principles of weights and measures in food technology	4
F/602/4506	213	Principles of freezing methods in food technology	4
T/602/4566	214	Principles of food labelling in food operations	4
Y/600/2382	215	The principles of HACCP for food manufacturing	3
F/601/2954	216	Principles of continuous improvement techniques (Kaizen) in food operations	3
L/601/2701	217	Principles of sustainability in food operations	4
A/502/8057	310	Principles of butchery	3
F/502/8058	311	Principles of curing meat	3

A/502/8060	312	Principles of a specialist raw meat and poultry sales service	3
F/502/8061	313	Principles of a specialist cooked meat and poultry sales service	3
M/502/8007	314	Principles of a specialist cheese sales service	3
T/502/8008	315	Principles of technology in meat processing	3
R/602/4512	316	Principles of gelatine biochemistry in food science	4
M/602/4548	317	Principles of lipid functionality in food science	4
K/602/4550	318	Principles of protein functionality in food science	4
F/602/6224	321	Principles of rearing and welfare of meat species	5
R/602/6227	322	Principles of microbiology and parasitology in meat production	3
D/602/6229	323	Principles of anatomy and physiology of meat species	5
Y/602/6276	324	Principles of pathology of meat species	5
D/602/6277	325	Principles of meat science	5

Total Qualification Time

Total Qualification Time (TQT) is the total amount of time, in hours, expected to be spent by a Learner to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study and assessment.

Title and level	GLH	TQT
Level 2 Certificate for Proficiency in Meat and Poultry Industry Skills	92	270
Level 2 Diploma for Proficiency in Meat and Poultry Industry Skills	132	370
Level 3 Certificate for Proficiency in Meat and Poultry Industry Skills	92	270
Level 3 Diploma for Proficiency in Meat and Poultry Industry Skills	132	370



2 Centre requirements

Approval

This section outlines the approval processes for centres to offer this qualification and any resources that centres will need in place to offer the qualifications including qualification-specific requirements for centre staff. Only approved organisations can offer City & Guilds qualifications. Organisations approved by City & Guilds are referred to as **centres**. Centres must meet a set of quality criteria including:

- provision of adequate resources, both physical and human
- clear management information systems
- effective assessment and quality assurance procedures including candidate support and reliable recording systems.

An organisation that has not previously offered City & Guilds qualifications must apply for approval to become a centre. This is known as the **centre approval process (CAP)**. Centres also need approval to offer a specific qualification. This is known as the **qualification approval process (QAP)**. In order to offer these qualifications, organisations which are not already City & Guilds centres must apply for centre and qualification approval at the same time.

Existing City & Guilds centres will only need to apply for qualification approval for these particular qualifications. City and Guilds branch offices will support new centres through the approval process. They will appoint an External Verifier and provide details of fees applicable for approvals. The local office will be the point of contact for all enquiries for these qualifications and will be responsible for monitoring the delivery and assessments through reports submitted by External Verifiers. Assessments must not be undertaken until qualification approval has been obtained and candidates have been registered. City & Guilds reserves the right to withdraw qualification or centre approval for reasons of debt, malpractice or non-compliance with City & Guilds' policies, regulations, requirements, procedures and guidelines, or for any reason that may be detrimental to the maintenance of authentic, reliable and valid qualifications or that may prejudice the name of City & Guilds.

Assessors and internal verifiers

The following guidance is taken from the Improve Assessment Strategy for Proficiency Qualifications.

Occupational competence of assessors

The role of an assessor is a demanding and complex one, requiring a high degree of both interpersonal and organisational skills. Assessors are required to make accurate and objective decisions as to whether the learner's performance meets the assessment requirements laid out in units. For assessments to be considered valid, the assessor must meet the following requirements. Any assessments carried out by personnel who do not meet these requirements will be deemed a contribution to workplace testimony. Assessors are required to:

- provide current evidence of competence, knowledge and understanding in the areas to be assessed, to the satisfaction of the Awarding Organisation. This will normally be achieved through demonstrating competence in the roles which are to be assessed, which may be recorded in company training records. Alternatively, this can be demonstrated by relevant experience and continuing professional development which may include the achievement of qualifications relevant to the areas being assessed
- demonstrate competent practice in workplace assessment methods. They do not need to hold the assessor unit qualification A1, but must demonstrate understanding of the principles and practices of the assessment process. This may in part be demonstrated for example, by the outcomes of formal training in assessment techniques for company based training systems or qualifications, or for auditing against quality criteria for an externally audited quality standard. Assessors with previous unit achievement of A1, D32 and/or D33 satisfy requirements, provided evidence of continuous professional development has updated workplace assessment practice. Recognition of assessors in this way is only valid between a centre and an Awarding Organisation in respect of specific qualifications, and is not transferable to other bodies or qualifications
- demonstrate their continuing professional development to ensure they are up to date with work practices in their sector area of expertise and developments in the Proficiency Qualifications they assess
- have a full and current understanding of the units of assessment and requirements of the qualifications being assessed
- operate safely as an assessor in a food environment, therefore it is strongly recommended that a relevant food safety/hygiene qualification is achieved. Assessors 'in training' who are not fully recognised as competent by Awarding Organisations may carry out assessment practice. For the period in training and working towards recognition, the assessor must have assessment activity monitored and signed off (countersigned) by a fully recognised and competent assessor. The 'in training' period should be limited to nine months and have clear development goals set for achieving recognition and competence.

Occupational competence of internal verifiers

Approved centres appoint internal verifiers and their role is to ensure consistency and quality of assessment within the centre. The internal verifier will monitor assessment activities and provide feedback to assessors, coordinate standardisation and provide guidance to assessors. For assessments and verification to be considered valid, the internal verifier must meet the following requirements:

- demonstrate sufficient and current understanding of the qualifications to be internally verified, and know how they are applied in the sector area(s) concerned, to the satisfaction of the Awarding Organisation. Relevant knowledge and understanding of the workplace areas to be sampled during verification is required. Relevant experience of working in or with the sector area(s) is preferable
- demonstrate competent practice in internal verification and assessment. Internal Verifiers do not need to hold the unit qualification V1 but must be able to understand the principles and practices of internal verification. This may in part be demonstrated for example, by the outcomes of formal training in assessment and verification techniques for company based training systems or qualifications, or for auditing against quality criteria for an externally audited quality standard.
- verifiers with previous unit achievement of V1 or D34 satisfy requirements, provided evidence of continuous professional development has updated verification practice. Recognition of internal verifiers in this way is only valid between a centre and an Awarding Organisation in respect of specific qualifications, and is not transferable to other bodies or qualifications
- demonstrate their continuing professional development to ensure they are up to date with work practices in their sector and developments in the qualifications they verify.
- know where and when to access specialist sector advice, where additional specialist or technical knowledge relating to assessment and verification decisions is concerned
- operate safely as an internal verifier in a food environment, therefore it is strongly recommended that a relevant food safety/hygiene qualification is achieved. Internal verifiers 'in training' who are not fully recognised as competent by Awarding Organisations may carry out verification practice. For the period in training and working towards recognition, the assessor must have verification activity monitored and signed off (countersigned) by a fully recognised and competent internal verifier. The 'in training' period should be limited to nine months and have clear development goals set for achieving recognition and competence.

Continuing professional development (CPD)

Centres are expected to support their staff in ensuring that their knowledge remains current of the occupational area and of best practice in delivery, mentoring, training, assessment and verification, and that it takes account of any national or legislative developments.

Candidate entry requirements

Candidates should not be entered for a qualification of the same type, content and level as that of a qualification they already hold. City & Guilds does not set entry requirements for these qualifications. However, centres must ensure that candidates have the potential and opportunity to gain the qualifications successfully.

Age restrictions

These qualifications are not approved for use by candidates under the age of 16, and City & Guilds cannot accept any registrations for candidates in this age group.



3 Delivering the qualification

Initial assessment and induction

Centres will need to make an initial assessment of each candidate prior to the start of their programme to ensure they are entered for an appropriate type and level of qualification. The initial assessment should identify:

- any specific training needs the candidate has, and the support and guidance they may require when working towards their qualification[s]. This is sometimes referred to as diagnostic testing
- any units the candidate has already completed, or credit they have accumulated which is relevant to the qualification[s] they are about to begin. City & Guilds recommends that centres provide an induction programme to ensure the candidate fully understands the requirements of the qualification[s] they will work towards, their responsibilities as a candidate, and the responsibilities of the centre. It may be helpful to record the information on a learning contract. Recommended delivery strategies

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification[s] before designing a course programme.

Centres may design course programmes of study in any way which:

- best meets the needs and capabilities of their candidates
- satisfies the requirements of the qualification[s].

When designing and delivering the course programme, centres might wish to incorporate other teaching and learning that is not assessed as part of the qualification. This might include the following:

- literacy, language and/or numeracy
- personal learning and thinking
- personal and social development
- employability.

Where applicable, this could involve enabling the candidate to access relevant qualifications covering these skills.

Recording documents

Candidates and centres may decide to use a paper-based or electronic method of recording evidence. City & Guilds endorses several ePortfolio systems, including our own **Learning Assistant**, an easy-to-use and secure online tool to support and evidence learners' progress towards achieving qualifications. Further details are available at www.cityandguilds.com/eportfolios .

City & Guilds has developed a set of *Recording forms* including examples of completed forms, for new and existing centres to use as appropriate. **N/SVQ Recording forms** are available on the City & Guilds website. Although it is expected that new centres will use these forms, centres may devise or customise alternative forms, which must be approved for use by the external verifier, before they are used by candidates and assessors at the centre. Amendable (MS Word) versions of the forms are available on the City & Guilds website.



4 Assessment

Assessment of the qualification

Candidates must:

- have a completed portfolio of evidence for each unit chosen.

Time constraints

All portfolio of evidence must be completed and assessed within the candidate's period of registration. Centres should advise candidates of any internal timescales for the completion and marking of individual assignments.

Workplace testimony

Workplace personnel may contribute to the assessment process by providing workplace testimony. Those providing the testimony must be familiar with the activity being carried out and able to make a judgement that the task has been completed to organisational procedures and to the required standard.

The person providing the testimony is not in a position to decide if the learner is competent overall, they are only able to judge the specific instance they observe. The overall decision regarding competence of the learner will be made by the assessor and may be subject to verification.

Simulation

The use of simulation to replace normal working practice is not acceptable. The only exception to this rule is for units of assessment which address rare conditions or emergency situations which might endanger learner safety. These exceptions are clearly defined in the assessment guidance in the relevant unit of assessment. In such cases this will require the agreement of the external verifier.

When simulations are used they must be designed to mirror the same activity as it would be carried out in the workplace and include:

- the number and sequence of actions needed to complete the activity
- the number and complexity of factors needed to complete the activity
- the urgency with which the activity must be completed and
- achievement of an outcome(s) in the same time constraints that might apply in the workplace
- simulation cannot be used to provide the sole evidence for any one complete unit of assessment.

Recognition of prior learning and experience

Evidence from past achievement may be included as evidence within assessment methods for Proficiency Qualifications.

Evidence of knowledge and understanding can be presented as supplementary evidence, provided it is a measurable assessed outcome of learning which links to outcomes detailed in the units of assessment and confirms current competence.

Assessors should make best use of all the assessment methods available to them in ensuring the most reliable and effective use is made of claims of prior learning and experience which relate to the individual learner's circumstances.

All learners, presenting evidence from past achievements, must also be able to demonstrate current competence.



5 Units

Structure of units

The units in these qualifications are written in a standard format and comprise the following:

- City & Guilds reference number
- unit accreditation number
- title
- level
- credit value
- unit aim
- relationship to NOS, other qualifications and frameworks
- endorsement by a sector or other appropriate body
- learning outcomes which are comprised of a number of assessment criteria.

The units can be found on the City and Guilds Website.



Appendix 1 Relationships to other qualifications

Links to other qualifications

These qualifications have connections to the:

- Levels 2, 3 and 4 Proficiency in Food Manufacturing Excellence (1284)
- Level 3 Proficiency in Food Industry Skills (1283)
- Level 3 Proficiency in Baking Industry Skills (1285)
- Levels 2 and 3 Proficiency in Fresh Produce Industry Skills (1289)
- Levels 2 Proficiency in Fish Industry Skills (1288).

Literacy, language, numeracy and ICT skills development

These qualifications can develop skills that can be used in the following qualifications:

- Functional Skills (England) – see www.cityandguilds.com/functionalskills
- Essential Skills (Northern Ireland) – see www.cityandguilds.com/essentialskillsni
- Essential Skills Wales – see www.cityandguilds.com/esw



Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on www.cityandguilds.com.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information such on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for GOLA/e-volve assessments.

City & Guilds
Believe you can



www.cityandguilds.com

Useful contacts

UK learners General qualification information	T: +44 (0)844 543 0033 E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: business@cityandguilds.com
Publications Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

If you have a complaint, or any suggestions for improvement about any of the services that we provide, email: feedbackandcomplaints@cityandguilds.com

About City & Guilds

As the UK's leading vocational education organisation, City & Guilds is leading the talent revolution by inspiring people to unlock their potential and develop their skills. We offer over 500 qualifications across 28 industries through 8500 centres worldwide and award around two million certificates every year. City & Guilds is recognised and respected by employers across the world as a sign of quality and exceptional training.

City & Guilds Group

The City & Guilds Group operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Land Based Services (land-based qualifications), the Centre for Skills Development (CSD works to improve the policy and practice of vocational education and training worldwide) and Learning Assistant (an online e-portfolio).

Copyright

The content of this document is, unless otherwise indicated, © The City and Guilds of London Institute and may not be copied, reproduced or distributed without prior written consent. However, approved City & Guilds centres and candidates studying for City & Guilds qualifications may photocopy this document free of charge and/or include a PDF version of it on centre intranets on the following conditions:

- centre staff may copy the material only for the purpose of teaching candidates working towards a City & Guilds qualification, or for internal administration purposes
- candidates may copy the material only for their own use when working towards a City & Guilds qualification

The *Standard Copying Conditions* (see the City & Guilds website) also apply.

Please note: National Occupational Standards are not © The City and Guilds of London Institute. Please check the conditions upon which they may be copied with the relevant Sector Skills Council.

Published by City & Guilds, a registered charity established to promote education and training

City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)844 543 0000
F +44 (0)20 7294 2413
www.cityandguilds.com

HB-01-1287