

## 1. Introduction and Overview

This apprenticeship is designed to operate as the professional standard for workers in advanced butchery roles within the retail and processing meat and poultry industry. The standard and end-point assessment plan have been developed by the Butchery Employer Trailblazer Group (BETG) made up of small, medium and large meat employers. The BETG has received support from the Institute of Meat (IoM) - the sector's Professional Body.

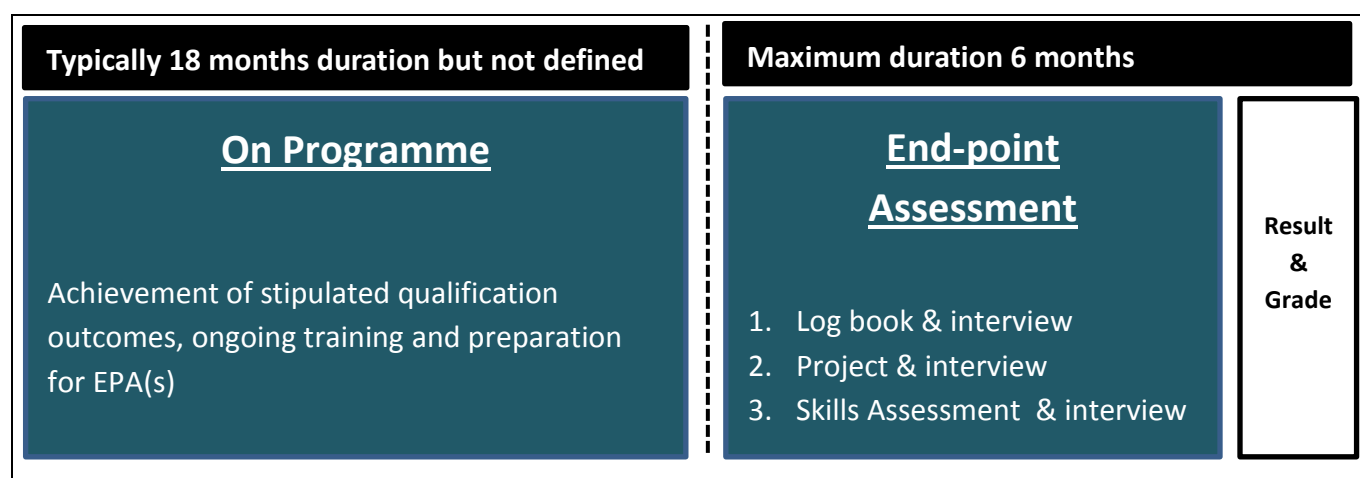
Working in a highly regulated industry advanced butchers must have a comprehensive understanding of health and safety practice that is matched with knowledge of applied food safety and hygiene management systems. They will also possess a technical understanding about a range of meat species, provenance supply chains and techniques (automated & craft) needed to process and/or produce products in a lean manufacturing or retail environment. They will have responsibility to ensure precision in the cutting and presentation of meat products as required by commercial and/or domestic consumers. Advanced Butchers especially those in independent retail environments will have good knowledge of artisan practices and the preparation of wet/dry meats into a variety of culinary uses including sausages, pie making, curing and smoking. All advanced butchers will be actively contributing towards the profitability of their business/function and maximising safety, productivity, efficiency and customer care.

The duration of the apprenticeship will typically be 22 months for new entrants. The apprenticeship comprises two phases, firstly 'on-programme' that requires the completion of three regulatory short qualifications plus English and maths at Level 2 if not previously achieved. The on-programme training should develop the knowledge, skills and behaviours of the apprentice and help them prepare for the end point assessment.

Following completion of the on-programme phase, apprentices will enter an end-point assessment (EPA) phase that can last up to six months. The EPA consists of a work based project, EPA log book and practical skills assessment that are each supplemented by a vocational interview (or VIVA). The apprenticeship grade is determined by the performance in the EPA, which will be graded fail, pass or excellence.

## 2. The Assessment Journey

### 2.1 Typical journey from on-programme to end-point assessment and final grade



### 3. The On-programme Phase - Outcomes

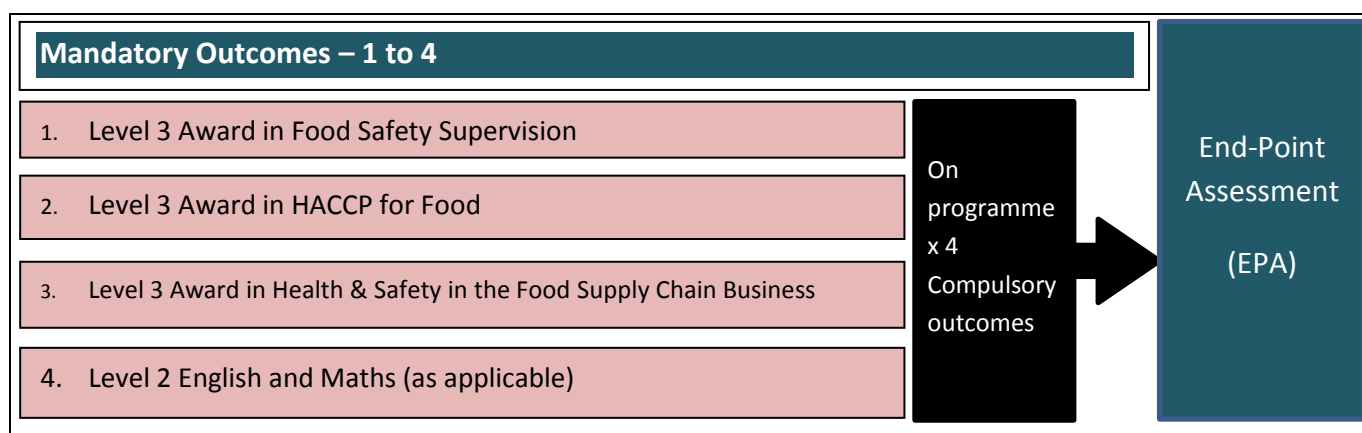
The on-programme period must exceed 12 months with 20% off-the-job training and lead to the qualification outcomes as mandated on the advanced standard. Typically the on-programme phase is envisaged to take 16 to 18 months.

#### 3.1 The on-programme mandatory outcomes are detailed as follows:

- 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
- Level 2 English and Maths.

#### 3.2 Additional on-programme qualifications and/or training

Employers may also choose additional qualifications and/or training programmes that develop the knowledge, skills and behaviours of the standard and assist the apprentice's preparations for end point assessment. It is strongly recommended that the apprentice undertakes progressive tests to build up his/her practical skills as part of their training. This ensures that, on reaching the end point assessment, the apprentice has received optimum preparation.



### 4. End Point Assessment

#### 4.1 End-point Assessment (EPA) Process

The EPA should only commence once the employer is confident that the apprentice has developed the knowledge, skills and behaviours defined in the standard. The employer will choose an approved Apprenticeship Assessment Organisation (AAO) to undertake the EPA. The selected AAO will appoint and disclose the name and details of the assigned independent assessor (IA) who will have responsibility for assessing the apprentices EPA.

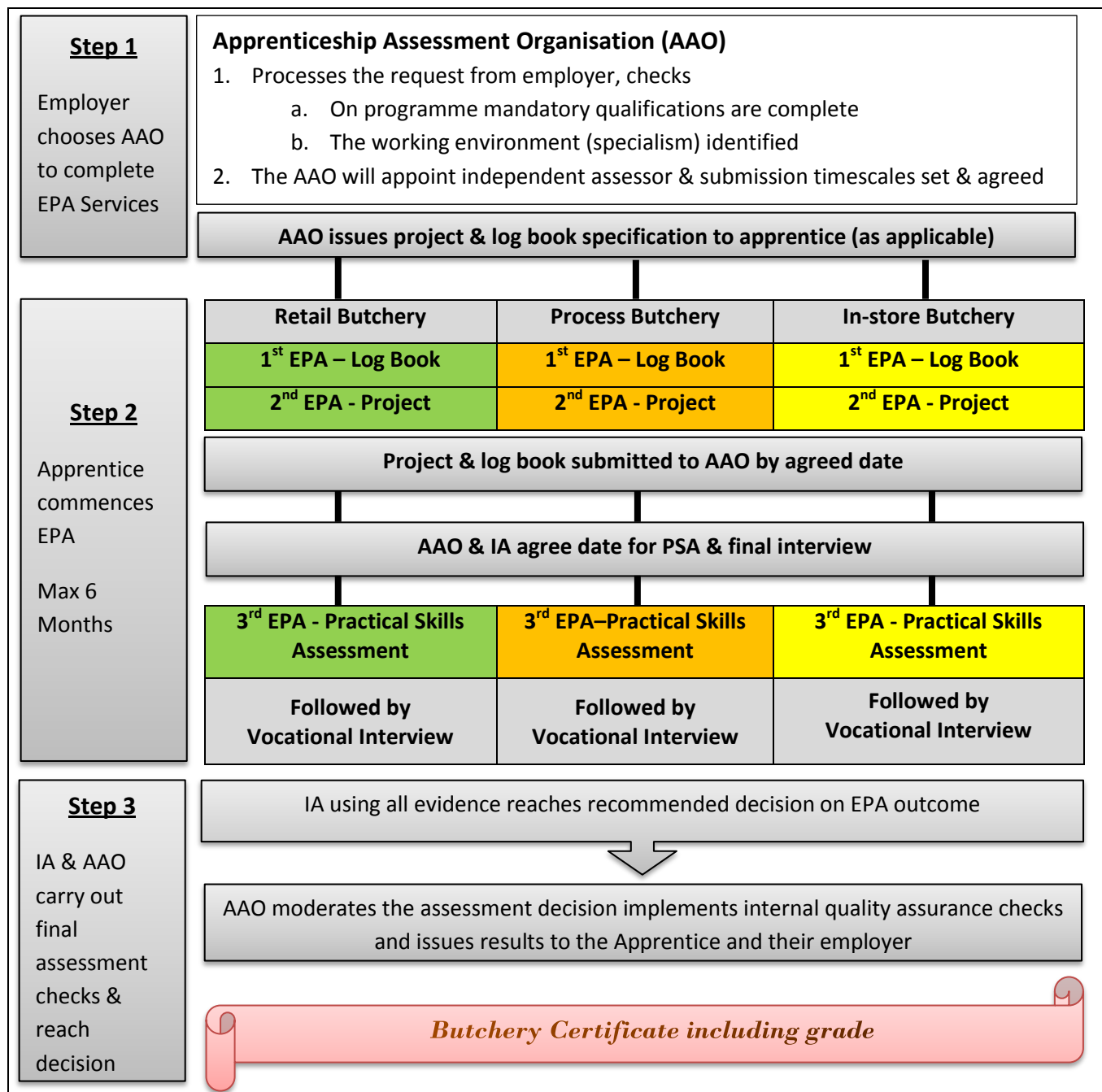
The IA will agree a plan and schedule for each assessment activity with the employer/apprentice to ensure all components can be completed within a six month end-point assessment period. The IA will agree a date for submission of the log book and work based project report; and the date and workplace location for the advanced butchery skills assessment and final supplementary interview.

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The interview can be used to verify and question the apprentice in relation to all the EPA components to inform and validate the assessments.

AAOs will have responsibility to manage the progress of apprentices through the EPA and the appointed IA will report on delays or related issues that may impact on completion.

### 4.2 Step by step approach



### 4.3 EPA Methodology

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Advanced Butchers will need to demonstrate **core** knowledge, skills and behaviours (K, S & B) detailed in the standard; plus the specialist skills relating to their own working environment. The apprentice must select the **single** specialist pathway that reflects their working environment:

Retail Butchery	Process Butchery	In-store Butchery
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The **three methods** of assessment that advanced butchers will use to prove their K, S & B across the standard are:

Assessment Method 1	Assessment Method 2	Assessment Method 3
Log Book	Work Based Project	Practical Skills Assessment

The three assessment methods are complemented by an interview that enables the apprentice to verbally reinforce evidence presented in the log book, project and practical skills test.

### 4.4 EPA Components Explained

Apprenticeships Assessment Organisations (AAO) must be registered on the Skills Funding Agency (SFA) Register of Apprentice Assessment Organisations (RoAAO). AAOs are responsible for ensuring assessments are conducted fairly and that assessments are valid, reliable and consistent.

Design, implementation and quality assurance of the **three EPA components**, which include an interview, will be the responsibility of SFA approved AAOs. They will be required to develop the EPA products, wrap around services and processes required for the butchery industry.

#### 4.4.1 Log Book

The advanced butchery log book is one of the three designated EPA components that all apprentices will need to complete in the end-point assessment period. The log book must be designed and developed by AAOs so that it aligns with the core and specialist K, S & Bs that have been designated in Annex A & B with versions that apply for the retail, processing and in-store butchery environments. The AAOs must provide advice and guidance on what constitutes best practice in the compilation of the log book, including the quality of entries and grading variances etc.

Apprentices will be responsible for the full and varied compilation of evidence that will be required for submission purposes. The log book should record the apprentice's achievements as they progress through the EPA period and should be supplemented with employer testimonies, performance appraisals and timely endorsements of competence from line managers or customers generated during the EPA timescale set and agreed at the outset with their IA.

The apprentices log book entries should be typographically correct; errors will impact on award of grade. In addition, evidence contained must be sufficient, authentic, relevant and current.

The log book may also contain:

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- Cross referencing forms which link evidence with requirements for this component as detailed in Annex A
- An index listing of the evidence
- A witness list of others who have contributed of the evidence
- A declaration stating that the evidence is original, authentic and has been generated during and in relation to activity completed during the end-point assessment period.

On completion, the apprentices finished log book will be sent to the chosen AAO by the end of month 4 of the EPA phase. The appointed independent assessor will assess the log book; the final interview will be used to verify and question the apprentice in relation to the log book. The review will involve checking the log book provides evidence of K, S & B as shown in Annex A and listed in Annex B.

The log book will result in fail, or pass and where applicable a pass mark that contributes 50% weighting to the final overall grade. The grading descriptors are shown in Annex C.

### 4.4.2 Work Based Project

The apprentice will be required to complete a single large work based project or selection of smaller projects that account for 3000 words (+/-10%), excluding supportive evidence that may be included in annex forms, during the end-point assessment period. The project(s) must be submitted to the AAO by the end of month 4 of the EPA phase.

The AAOs that are approved for the butchery standard will specify a **single / selection** of work based projects which reflect the advanced butchery activities and allow competence to be demonstrated across the butchery standard as shown in Annex A. All projects will have a **continuous improvement** aim so that businesses can benefit from the exercise. A few typical themed examples (A to R) by specialist area are shown below.

RETAIL	Processing	In Store (Supermarket)
A. Improving the <b>sales</b> environment & performance in the SME retail outlet, including promotional approaches & selling techniques	G. <b>Planning the processing</b> line ensuring, physical and human resources are sufficient to meet the day orders & integrity Key performance indicators &/or Standard Operating Practices are met	O. Manage/maintain the meat section analysing and reporting on different species spending a week on each, including <b>beef, pork, lamb &amp; white meat</b> . Review further sales potential and opportunities within the above and action where required around counter layouts, cutting standards, availability, seasonal and pack size variation.
B. Compliance with & best practice approaches to SME retail <b>regulation &amp; safety</b> in the food business	H. <b>Managing an order</b> for meat including timeliness, workers, yield maximisation & related key performance indicators	P. <b>Improve sales/counter</b> performance through advanced customer service training & development,
C. <b>Creating &amp; launching</b> a brand new hot and/or cold meat product(s) for sale including yield measures	I. Preparing for & responding to an <b>internal &amp;/or external audit</b> including results & subsequent action	
D. Analysing the <b>customer service</b> experience (satisfaction) & driving up	J. Manage the <b>safety &amp; regulatory</b> environment across	

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<p>retail performance</p> <p>E. Developing/improving the retail <b>supply chain</b> including meat selection, procurement, provenance implications &amp; yield</p> <p>F. Develop, test and implement a <b>sales strategy</b> to the retail business including use of media (social), counter and merchandising approaches</p>	<p>the production line</p> <p>K. Supervising the lean processing team, assessing <b>training needs</b> and driving up performance &amp; business improvement</p> <p>L. Managing a meat product order from origination including pricing, procurement through to scheduling, process, dispatch, yield &amp; customer satisfaction (<b>Smaller butchery orgs</b>)</p> <p>M. Analysing yields &amp; <b>driving improvement ideas</b> for comparing different boning methods to different carcass &amp; resulting outcomes</p> <p>N. Develop a value added meat product for business consideration</p>	<p>highlight results before/after</p> <p>Q. Management and control of the meat products from arrival to counter placement, maturation, rotation &amp; waste minimisation practices &amp; suggest improvement methods</p> <p>R. Improving the all-round meat team performance through assessment of needs &amp; development of staff CPD</p>
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In some instances, single large projects may have a sufficient breadth. In other instances, the employer may wish to select two or three smaller project activities from a range of options as defined by an AAO.

AAOs will devise a bank of prepared scenario based project specifications to cater for three workplace environments. This approach ensures that the end point assessment activity reflects naturally occurring work/tasks that the apprentice does in the workplace and enables the work to fit in with daily work requirements and available resources. To offer additional flexibility, employers and apprentices may approach their chosen AAO with their own themed work based project suggestion and this must be agreed in advance with the independent assessor who will formally sanction the request and confirm the title and project outline formation.

Apprentices will be required to use research, investigation, initiative and problem solving skills as well as practical skills to achieve a specific project goal. The apprentice will be required to compile details of the project(s) in 'report' format that should be in the region of 3,000 words (+/-10%).

Supplementary evidence to enhance report in the form of annexes is permitted **on top** of the 3,000 word directive and may include:

- Personal reports, minutes of meetings, action plans, progress reports
- Internal and external correspondence
- Product evidence e.g. examples, samples, photographs
- Digital images and recordings
- Witness testimonies from people within or outside the organisation

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- Achievement in related areas or performance/work appraisal reports.

AAOs will provide advice and guidance on the work based project criteria and how the report should be laid out. The report must be cross referenced with core and specialist elements of the standard for this component, as shown in Annex A and listed in Annex B. The project is an opportunity for the apprentice to showcase their very best work, enabling them to demonstrate how they have applied their knowledge and understanding in a real-work environment to achieve real-work objectives.

The AAO will provide guidance on minimum levels of presentation that will include:

- The report should be written in standard English
- A font size no smaller than 12 point should be used for the reflective report
- The report will be strengthened by inclusion of diverse evidence.

On completion, the finished report will be sent by the employer/apprentice to their chosen AAO. The report will be assessed by the appointed independent assessor; the final interview can be used to verify and question the apprentice in relation to the project. The review will involve checking the report provides evidence of K, S & B as shown in Annex A and listed in Annex B.

The work based project will result in fail, pass and where applicable a pass grade that contributes 30% weighting to the final overall grade. The grading descriptors are shown in Annex D

### 4.4.3 Practical Skills Assessment

The chosen AAO will provide the apprentices/employer with prior guidance on what the butchery practical skills assessment will require in terms of demonstrating craft and competence.

AAOs will develop a range of practical skills assessments for the retail, processing and in-store environments that will be specifically adapted and tailored to occupational roles detailed in the Advanced Butchery standard.

The practical skills assessment will in the majority of cases take place in the apprentice's **work place** and depending on their personal circumstances the candidate in agreement with their employer will choose one of the following to perform:

- a. A single and/or more than one craft based activity that will involve a demonstration of cutting skills or production of a hot/cold meat product/pie. The practical skills assessment will be observed by the independent assessor and last up to **one hour** with advance notice of the meat species agreed and conducted in a controlled environment

**Or**

- b. A series of core and/or specialist skills functions that will be independently observed over the course of **two hours** (or agreed appropriate to assignment) involving naturally occurring working



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tasks/activities where the candidate is demonstrating skills as detailed in the standard. The additional hour is to allow sufficient time for the on-the-job activities to be carried out under observation.

In a retail craft environment, the apprentice may have ample scope to showcase their artisan skills whereas in a processing plant / supermarket environment the advanced butcher may prefer to demonstrate their skills over a number of naturally occurring functions. Both approaches will require the apprentice to take 'ownership' of their practical skills assessment and this will be formalised in a planning schedule document that will detail the itinerary and types of K, S & B to be assessed in the controlled environment. The practical skills assessment planning schedule will be shared and agreed in advance with their appointed IA and will 'count' towards reference **BH 3** (see Annex A) a core standard behaviour that requires the butcher to;

### ***'Be able to plan and organise self and others in the butchery area of responsibility'***

The practical skills assessment will be synoptic with candidates required to display knowledge and demonstrate practical skills and behaviours across a real work task that reflects a key activity expected of an advanced butcher covering the K, S & B as shown in Annex A and listed in Annex B. Apprentices electing the meat / product demonstration model will ensure the 'testing environment' is suitably conducive for the purposes of undertaking a demonstration and the meat / products are ready in advance for the purposes of end assessment.

Equally apprentices opting for a two hour conducted observation of K, S and B activity must ensure the working environment is prepared in accordance with guidance that will be provided by their AAO and adhered to by the IA. The final interview can be used to verify and question the apprentice in relation to the tasks to inform the assessment.

The practical skills assessment will result in fail, pass and where applicable a pass that contributes 20% to final end grade. Grading descriptor is shown in Annex E.

#### **4.4.4 Final Vocational Interview**

The final vocational interview will commence shortly after the practical skills assessment on the same day and in a suitably controlled space usually at the apprentices place of work. The interview is **not a standalone** assessment, instead it supplements the three EPA tools and enables the apprentice to verbally reinforce evidence presented in the project, log book and practical skills test. The interview will last up to 45 minutes in duration.

The purpose of the interview is to:

- clarify any questions the independent assessor has from their assessment of the log book, work based project and practical skills assessment
- confirm and validate judgements about the quality of work



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- explore aspects of the work, including how it was carried out in more detail
- provide further evidence for the independent assessor to make an informed decision recommendation as the grade to be awarded for each of the three assessments.

AAOs will produce a structured brief for the IA to support the discussion. This will ensure that consistent approaches are taken and that all key areas are appropriately explored.

The interview will be undertaken by an IA and it is the same assessor who has assessed the log book, work based project and conducted the practical skills assessment. It is only after the interview has been completed that the grading decision can be initially reached and submitted to the chosen AAO for final moderation and agreement.

### 5. Apprenticeship Grading

The apprenticeship grading is determined by the performance in the 3 x EPA components. The 3 x EPAs are discrete and each result in the award of fail or pass and where applicable a pass mark. Apprentices must pass all three EPA activities to pass the apprenticeship overall. The pass marks will be multiplied by the assessment component weighting to determine the component mark. Component marks will be aggregated to determine the final overall mark. Apprentices with a final overall mark of 460 to 750 will be awarded a pass. Apprentices with a final overall mark of 751 to 1000 will be awarded excellence.

IAs will mark each assessment tool and aggregate the component marks to determine the provisional grade. The grade will not be confirmed until the assessment organisation moderation has been completed – see requirements for moderation in section 6.3. All three assessment tools must be passed within the same 6 month EPA period.

Where one or more components are re-taken/re-sat the maximum grade awarded will be pass, irrespective of the final mark.

#### 5.1 EPA Component Marking Boundaries

Assessment Component	Fail	Pass	Pass with Excellence
Butchery Log Book & Interview	50 or less	51 to 75	76 to 100
Butchery Work Based project(s) & Interview	40 or less	41 to 75	76 to 100
Butchery Practical Skills Assessment & vocational Interview	40 or less	41 to 75	76 to 100

Further information on the fail and pass marking criteria for each EPA can be found in the respective method clarification in Annex's C, D & E.

#### 5.2 Component Weightings

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The weighting for each assessment component reflects the proportional coverage of K, S & Bs assessed, as below.

Title of Assessment	Log Book	Work Based Project	Practical Skills Assessment
<i>Weighting applied to overall final grade</i>	<b>50%</b>	<b>30%</b>	<b>20%</b>

### 5.3 Grading example of pass

Example 1 - Pass	Pass Mark	Weighting	Component Mark
Log book	80	X 5	400
Work based project	60	X 3	180
Practical Skills Assessment	51	X 2	102
		<b>Final Mark</b>	<b>682 = Pass</b>

Example 2 - Excellence	Pass Mark	Weighting	Component Mark
Log book	80	X 5	400
Work based project	85	X 3	255
Practical Skills Assessment	60	X 2	120
		<b>Final Mark</b>	<b>775 = Excellence</b>

### 5.4 High-level descriptor for each grade

High level grade descriptors - Advanced Butchers who		
Fail	Pass	Excellence
<p><b>The apprentice has</b></p> <ul style="list-style-type: none"> <li>Performed <b>below the level</b> which is expected and is outlined in the standard. The employer will decide when they should be resubmitted for their end-point assessment(s)</li> </ul>	<p><b>The apprentice has</b></p> <ul style="list-style-type: none"> <li>Shown a <b>knowledge</b> and understanding of the butchery environment including key principles, practices and legislation.</li> <li>Demonstrated core and specialist skills to a <b>satisfactory standard</b></li> <li>Can describe <b>some of the main</b> factors impacting on their butchery environment</li> <li><b>Show good awareness</b> of how their butchery area is shaped by commercial &amp;/or domestic requirements</li> <li>Demonstrate the <b>correct use of some of the technical and craft specific terminology</b> commonly used in the meat</li> </ul>	<p><b>The apprentice has</b></p> <ul style="list-style-type: none"> <li>Shown an <b>excellent</b> knowledge and understanding of the broad butchery environment key principles, practices and legislation.</li> <li>Demonstrated core and specialist skills to an <b>advanced degree</b> of accuracy and <b>precision</b></li> <li>Can analyse the impact of <b>different factors</b> on the their butchery environment</li> <li>Show <b>excellent</b> good understanding of how the industry area is shaped by commercial &amp;/or domestic customers in the business environment</li> <li>Demonstrate the <b>advanced</b> use of technical and industry craft specific terminology used in</li> </ul>

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	industry	<p>butchery area.</p> <ul style="list-style-type: none"> <li>Demonstrate the application of <b><u>relevant theory and understanding to solve problems</u></b> which are sometimes non-routine.</li> </ul>
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### 6 Apprentice Assessment Organisation Requirements

#### 6.1 Independent Assessors

The AAOs must be approved by the Skills Funding Agency (SFA) and on the Register of Apprentice Assessment Organisations (RoAAO). The AAOs will be responsible for the recruitment and performance of the Independent Assessors (IA) who will conduct the advanced butchery EPAs.

Independent Assessors should be a qualified butcher by profession and have proven experience in the field of training and/or educational assessment. All IAs must have qualifications and experience as outlined in the table below:

Mandatory Requirements – Advanced Butchery Independent Assessor	Independent Assessors
A minimum 5 years' relevant practical industry experience within the meat industry	✓
Assessing Award (A1/A2/D32/D33/TAQA or equivalent qualification)	✓
Qualified at Level 3 or above in Butchery or Meat Industry related	✓
Minimum 3 years' experience in supervisory/managerial role (people &/or functions)	✓
Food Safety Level 3 or above qualification	✓
HACCP Level 4 qualification	✓

The AAOs will ensure the IAs take part in continuous professional development for at least two full working days per year that will focus on quality assurance of the assessment process and how fair and reliable judgements are consistently applied to the EPAs.

#### 6.2 Responsibilities

The AAOs offering Butchery EPAs will be responsible for apprentices 'experience' once the application to enter the EPA has been made. To this end, the AAO will ensure it has suitable human and physical resources in place to manage the EPA journey for the apprentice from application to deployment of the IA to on-going tracking of progress through to completion.

AAOs for the butchery standard should ensure they possess the necessary expertise and capacity to:

- Effectively handle applications from apprentices to enter the EPA phase providing supportive services
- Manage a field force of IAs and ensure independence in the assessment process
- Develop and implement support materials to apprentices in the completion of EPAs (for eg Log Book with designated K, S & Bs)

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- Design and develop an assortment of end point practical skills assessments according to species and/or the three butchery environments required in the standard
- Design and develop an assortment of project briefs
- Design and implement standard marking schemes for the EPA components to ensure grading and weighting scales are consistently applied and fail, pass and excellence marks are reviewed and evaluated
- Moderate, verify and validate the marking of the project, log book and practical skills assessment following initial marking outcomes
- Manage procedures for pre-vetting of the employer site where the practical skills assessment and final vocational interview will take place. Employers will be 'approved' to provide an 'independent' controlled environment whilst ensuring the necessary exposure to rooms, cutting equipment and requisite meat is purchased and available.
- Ensure a secure recording and storage environment for all assessment decisions
- Ensure procedures for appeals and complaints are robust and transparent for all to see
- Capture key data and assessment results for internal and external analytical purposes
- Maintain a secure database of information and ensure all the usual data protection regulations are adhered to

It is envisaged the vast majority of practical skills assessments and vocational interviews will be conducted in the work place at the convenience of all necessary parties. Where the work place is not suitable for the practical skills assessment and interview, apprentices by arrangement with the AAO can undertake an external EPA in an external facility. Advanced Butchery apprentices by nature of their role and responsible level of work should have the necessary abilities to assist the planning and organisation of their own EPAs working internally (place of work) and externally with the AAO. Where additional support is required it is the responsibility of the employer to bring in the necessary assistance, typically this would be done with the help of a training provider.

### 6.3 AAO Internal Quality Assurance

Moderation and standardisation must be part of the AAOs internal quality assurance system, to ensure judgements and marking systems are applied consistently and in accordance with the advanced butchery standard requirements.

AAOs should ensure as a minimum;

- Staff appointed to moderation duties have appropriate experience for the quality assurance of assessment role
- Staff conducting moderating duties maintain continuous professional development that equates to 2 full days of training each year
- Moderation of IA decisions monitored on a risk based basis, with a minimum of 20% moderation, higher for inexperienced IAs and/or where previous judgements have been questioned
- Standardisation meetings are held on a regular basis which IAs must attend at least twice a year
- That any appeals and/or complaints made to the AAO are investigated promptly and robustly

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- That all investigations are reported for EQA purposes.

### 7 External Quality Assurance

The Institute of Meat (IoM) as the industry's **professional body** will carry out the function of External Quality Assurance (EQA) of the end point assessments (EPA) that are required as part of the Advanced Butchery standard(s). The IoM will ensure the EPA is assessed in a consistent way regardless of AAO, with successful completion acting as a mark of occupational competence that is respected across the meat industry. The Institute of Meat will work with any other Professional Bodies for the sector, in respect of this function, should they exist in future

#### 7.1 EQA Activity

EQA activity conducted by the Institute of Meat will include:

- Analysis of AAO performance data. The AAOs approved by the SFA to offer Butchery EPAs will be required to provide a key performance data report to the Institute of Meat on a bi-annual basis
- Satisfaction surveys with apprentices and their employers that are independently conducted will be subject to a minimum 10% sample check
- Providing a point of contact for employers, providers and apprentices to voice their views and experiences from the EPA
- Observations of EPAs and examination of assessment documentation on a risk based basis, minimum 5% for each AAO
- Individual meetings with AAO on a risk based basis, minimum two per year to discuss findings from any EQA activity, offer advice and guidance to the approved AAO(s) on any matters of improvement and share good practice. Following the meeting a feedback report will be provided documenting any areas for improvement and good practice
- Joint standardisation meetings with AAO staff, minimum one per year
- Report any concerns to the appropriate organisations e.g. SFA, Institute for Apprenticeships

On a biannual basis the AAO will publish a 'top level' anonymised report that will include information on:

- The number of AAOs conducting EPA for this standard
- The number of EPAs undertaken in the period, analysed by gender and age
- The working environment EPA chosen by apprentices (i.e. retail, processing, in-store)
- The final grades, & certificates issued in the period
- Key findings from external quality assurance activity and action taken as a result.

The Institute of Meat will share reports with industry stakeholders.

### 8. Implementation

The cost of the end point assessment will be approximately 10 to 15% of the total cost of delivery.

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In developing this assessment approach with employers, the Butchery Employer Trailblazer Group (BETG) has prescribed assessment methods that enable advanced butchery apprentices to maximise the naturally occurring tasks and activities that will demonstrate knowledge, skills and behaviours set out in the standard.

The flexibility and affordability built into this assessment model is critical to its ability to cater for all types and sizes of meat industry businesses. The following key points deliver this:

- The end point assessment project should be an actual work project in the work place where time and materials will not cost the business additional expenditure
- The log book will be made available by AAOs
- The practical skills EPA will be delivered on the job in the vast majority of cases and so reduces the cost for additional off site resources (such as the meat) and usual associated overheads

The advanced butchery standard is expected to attract 75 starts in 2016/17 with a target of 150 starts during 2017/18. The expectation is for prospective Apprenticeship Assessment Organisations to be fully operational in 2017 with learner engagement functions such as user materials, registration and application for end testing services available from spring 2017.

### 9. Professional Body Recognition

The apprentice will be recognised by the Institute of Meat (IoM). On completion of the advanced butchery standard, apprentices will be welcome to apply for full membership of the IoM the industry's professional body.

**END**

## Advanced Butcher Apprenticeship: End-point Assessment Plan

### Annex A

#### End point Assessment Methods Standard Coverage

An advanced butcher will work in one of three meat industry environments, such as retail, processing or in-store. Specialist roles all focussed around cutting meat, serving domestic or commercial consumers, maintaining high standards of safety and hitting productive targets.

Advanced Butchers will need to demonstrate the core knowledge, skills and behaviours detailed below, plus the specific knowledge and skills for their specialist environment that will be traditionally set in a retail shop, processing plant or in-store butchery department in a supermarket.

End point assessment methods	Key
<b>Work Based Project &amp; final Interview</b>	<b>WBP</b>
<b>Log Book &amp; final Interview</b>	<b>LB</b>
<b>Practical Skills Assessment &amp; final Interview</b>	<b>PSA</b>

A reference code has been assigned to each of the knowledge, skills and behaviours (K, S & B) required in the standard and the butchery employer trailblazer group (BETG) has designated a method of assessment for each K, S & B statement.

#### Methods of assessment Grid

Ref	Core knowledge to be assessed	Designated method of assessment		
CK1	The management of food safety & hygiene practices including cleaning & disinfection arrangements	WBP		
CK2	The implementation of health and safety policy and application within the business or function. Also understanding of equality and diversity regulations and good practice			PSA
CK3	The principles and comparisons involved in the science of various meat and poultry species and effects on the selection, cutting and production process		LB	
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		LB	
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	WBP		
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		LB	
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		LB	
CK8	The standard operating procedures for grading meat, stock handling, cold storage, temperature controls and maturation		LB	
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	WBP		
CK10	Cold and hot meat curing and smoking techniques			PSA



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<b>CK 11</b>	Merchandising, labelling, food allergen awareness and wider food store products	<b>WBP</b>		
<b>CK 12</b>	Management techniques including delegation, team building, mentoring, interviewing, appraisal and performance of self and team members as required		<b>LB</b>	
<b>CK 13</b>	Sales practices including wholesale distribution and meat procurement		<b>LB</b>	
<b>Ref</b>	<b>Core Skills to be assessed</b>	<b>Designated method of assessment</b>		
<b>CS1</b>	Demonstrate full awareness and take responsibility for food safety, Hazard Analysis and Critical Control Points (HACCP) and health and safety practices with in their respective butchery functions and/or retailing environments	<b>WBP</b>		
<b>CS2</b>	Demonstrate technical abilities & 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		<b>LB</b>	
<b>CS3</b>	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			<b>PSA</b>
<b>CS4</b>	Take responsibility for the cold storage and cutting environment including temperature control, staff supervision, safety, hanging, handling and storage of meat	<b>WBP</b>		
<b>CS5</b>	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		<b>LB</b>	
<b>CS6</b>	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		<b>LB</b>	
<b>CS7</b>	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			<b>PSA</b>

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

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REF	Retail Specialist K, S & B to be assessed	Designated method of assessment		
RS1	Monitor, manage and respond to the sales performance of the retail business, inc review of customer behaviour, sales patterns & product enhancement &/or placement			PSA
RS2	Understand and display a thorough knowledge of the procurement of meat through the retail business and be able to champion fresh meat		LB	
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		LB	
RS4	Develop and implement sales strategies and methods for maximising income including loyalty schemes, promotions and additional product development	WBP		
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			PSA
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		LB	
RS7	Understand how to plan, co-ordinate and advise on cooking methods such as roasting, steam & bake-off operations in the retail environment		LB	
RS8	Know how to recruit, retain, train and develop the right people for the right roles in the retail business.		LB	
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	WBP		
RS 10	Understand key business operations such as energy supply, insurance registrations, payroll systems, and basic bookkeeping and filing returns	WBP		
RS 11	Be able to advise on and handle a range of customer orders and at times deal with customer complaints		LB	

REF	Processing K, S & B to be assessed	Designated method of assessment		
PS1	Understand and apply the legislative and regulatory requirements that apply for the safe, healthy and clean processing environment adhering to standard operating practices		LB	
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			PSA
PS3	Manage the production line team, ensuring customer orders are delivered in a timely and accurate fashion and within tolerances for size and weights	WBP		
PS4	Understand the sales, procurement and selection process within the processing business environment		LB	
PS5	Understand minimisation approaches to the management of meat, ensure staff and teams are adhering to business operating practices		LB	
PS6	Understand how to plan and manage production schedules and change over methods in the meat processing environment		LB	

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<b>PS7</b>	Understand how to co-ordinate despatch and transport of orders in food operations		<b>LB</b>	
<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	<b>WBP</b>		

<b>REF</b>	<b>In Store specialist K, S &amp; B to be assessed</b>	<b>Designated method of assessment</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	<b>WBP</b>		
<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		<b>LB</b>	
<b>IS3</b>	Understand the stock management and control (e.g. 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>LB</b>	
<b>IS4</b>	Plan and organise staff scheduling arrangements for the department and team including for peak times and seasons	<b>WBP</b>		
<b>IS5</b>	Merchandising and pre-placement of meat products and related value added ingredients in line with company specifications or as part of seasonal offers			<b>PSA</b>
<b>IS6</b>	Take control for audit, inventory and traceability processes as required by the business		<b>LB</b>	

## Annex B

## Assessment grid

The advanced butchery grid provides a quick overview and breakdown of the method of assessment that is designated for each core and specialist statement.

1. Core knowledge assessment method

Table 1			
Standard Ref	Log Book	Work Based Project	Skills Assessment
CK 1		❖	
CK 2			❖
CK 3	❖		
CK 4	❖		
CK 5		❖	
CK 6	❖		
CK 7	❖		
CK 8	❖		
CK 9		❖	
CK 10			❖
CK 11		❖	
CK 12	❖		
CK 13	❖		

2. Core skills assessment method

Table 2			
Standard Ref	Log Book	Work Based Project	Skills Assessment
CS 1		❖	
CS 2	❖		
CS 3			❖
CS 4		❖	
CS 5	❖		
CS 6	❖		
CS 7			❖

3. Core behaviours assessment method

Table 3			
Standard Ref	Log Book	Work Based Project	Skills Assessment
BH 1			❖
BH 2	❖		
BH 3		❖	
BH 4	❖		
BH 5	❖		
BH 6		❖	
BH 7	❖		

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## 4. Retail specialist K, S and B assessment methods

Table 4			
Standard Ref	Log Book	Work Based Project	Skills Assessment
RS 1			❖
RS 2	❖		
RS 3	❖		
RS 4		❖	
RS 5			❖
RS 6	❖		
RS 7	❖		
RS 8	❖		
RS 9		❖	
RS 10		❖	
RS 11	❖		

## 5. Processing specialist K, S and B assessment methods

Table 5			
Standard Ref	Log Book	Work Based Project	Skills Assessment
PS 1	❖		
PS 2			❖
PS 3		❖	
PS 4	❖		
PS 5	❖		
PS 6	❖		
PS 7	❖		
PS 8		❖	

## 6. In-store specialist K, S and B assessment methods

Table 6			
Standard Ref	Log Book	Work Based Project	Skills Assessment
IS 1		❖	
IS 2	❖		
IS 3	❖		
IS 4		❖	
IS 5			❖
IS 6		❖	

## Summary of core and specialist activities – Assessment weighting

The aggregated coverage of K, S and Bs (table 1 to 6) is split 53% log book, 29% project and 18% skills assessment and this has been **rounded up/down** to reflect the 50% weighting to the log book, 30% to the project and 20% to the skills assessment that contributes to the marking and grading process.

## Annex C

## Grading the Log Book

The EPA Log Book has an overall weighting of **50% of the standard**. To pass an apprentice must satisfy the Apprenticeship Assessment Organisation project component criteria scoring over **51%**.

The following descriptions indicate the level of attainment characteristic of a pass and a high component pass mark.

Butchery	The Standard (Pass)	High component pass mark
	In order to exceed 51% pass	In order to exceed 76%
Retail, Processing or In-Store	<p>Within the elected butchery environment, the apprentice EPA log book must be completed in timely and organised fashion.</p>	<p>Within the elected butchery environment, the apprentice EPA log book must be completed in timely and <b>accurate fashion</b>.</p>
	<p>The EPA log book must use a recognised referencing system that complements the work based project showing where knowledge, skills and in particular behaviours have been demonstrated.</p>	<p>The EPA log book content will be <b>highly structured</b> and use a recognised referencing system extensively, uses appropriate language and sophisticated sentence construction with accurate grammar and spelling.</p>
	<p>The completed EPA log book will contain appropriate language and sentence construction but with some inaccuracies in grammar and spelling.</p>	<p>The EPA log book will use <b>at least three</b> evidence methods to demonstrate behavioural coverage of the Standard including <b>witness testimonies, digital images and performance appraisal documentation</b>.</p> <p><b>Complete accuracy will be expected</b></p>
	<p>The completed EPA log book will include clearly referenced witness testimonies from named employer and provider sources as required for coverage of the knowledge skills and behaviours.</p>	<p>The completed EPA log book is able to <b>relate a wide range of concepts and butchery practices</b> with evidence sometimes extended by <b>witness testimonies</b> woven in to the project. All evidence referrals shall be shown to be reliable and consistent</p>
	<p>Combined evidence demonstrates the knowledge, skills and behaviours set out in the Standard have been met.</p>	<p>Combined evidence demonstrates the knowledge; skills and behaviours set out in the Standard have been met and in <b>some cases exceeded</b>.</p>

## Annex D

## Grading the work based project (report)

The EPA Project has an overall weighting of **30% of the standard**. To pass an apprentice must satisfy the Apprenticeship Assessment Organisation project component criteria scoring over **41%**.

The following descriptions indicate the level of attainment characteristic of a pass and a high component pass mark.

Butchery	The Standard (Pass) In order to exceed 41% pass	High component pass mark In order to exceed 76%
Retail, Processing or In-Store	<p>Within the butchery working environment the apprentice has adequately identified and set out their project in line with the AAO EPA criteria. They have shown sufficient organisational skills in completing the project. There is some evidence that they have responded to guidance given.</p> <p>The apprentice has used a limited range of resources in order to analyse some findings in the project. Satisfactory links are made between the sources of information and the Themes of the project.</p> <p>The apprentice has demonstrated a range of skills to satisfactorily realise the intended outcomes. They have given some thought to the way the final outcomes have Emerged and to their own strengths and weaknesses in carrying out their project.</p> <p>Communication skills have been used to present outcomes and conclusions with some supporting evidence. The apprentice has demonstrated some knowledge of the project area through their responses to questions.</p>	<p>Within the butchery working environment the apprentice has designed an attractive format for their project report that aligns closely with the AAO EPA criteria. They have carried out their project in a highly organised fashion, showing <b>excellent independent working skills</b> and clear evidence of responding very effectively to guidance given.</p> <p>The apprentice has used at <b>least three reference</b> resources to critically assess and analyse an environmental area of work to be improved and/or to address a business weakness. Findings should be clearly articulated and communicated in to the respective report/portfolio.</p> <p>They show clear links between <b>sources of information and the themes of their project</b> and fully explore the complexities of the topic. Problems and/or issues are identified, fully explored and addressed.</p> <p>The apprentice has used a broad range of skills including, where appropriate, <b>new technologies</b>, to achieve high quality outcomes that fully realise the intentions of the project and to draw conclusions.</p> <p>They select and use a <b>range of communication skills</b> to present outcomes and conclusions clearly, in an appropriate format. Apprentice has shown a deep and extensive knowledge of the project area through their responses to questions.</p>



## Annex E

## Grading the Practical Skills Assessment

The EPA Practical Skills Assessment has an overall weighting of **20% of the standard**. To pass an apprentice must satisfy the Apprenticeship Assessment Organisation project component criteria scoring over **41%**.

The following descriptions indicate the level of attainment characteristic of a pass and a high component pass mark.

Butchery	The standard (Pass) In order to exceed 41% pass	High component Excellence mark In order to exceed 76%
Retail, Processing or In-Store	<p>Within the elected butchery environment, the apprentice EPA Practical Skills Assessment provides an opportunity for demonstration of skills that should be naturally occurring as part of the work of an advanced butcher.</p> <p>To achieve <b>pass</b> the apprentice will</p> <ul style="list-style-type: none"> <li>• Demonstrate craft and mastery of at least two different knives/cutting tools</li> <li>• Be able to cut with precision and adequate speed and accuracy</li> <li>• Display safety, hygiene, and cleanliness awareness elements in to the skills test in accordance with minimum regulatory requirements</li> <li>• Communicate effectively</li> <li>• Complete (if applicable) the cutting exercise to the minimum required standard for sale or production</li> <li>• Ensure their appearance is conducive to the cutting environment with PPE</li> </ul> <p>Grading assessment in this range will be based on <i>good</i> practical cutting and dexterity abilities clearly have an organised approach and shall demonstrate some control for area and leadership qualities.</p>	<p>Within the elected butchery environment, the apprentice EPA Practical Skills Assessment provides an opportunity for demonstration of skills that should be naturally occurring as part of the work of an advanced butcher.</p> <p>To achieve excellence the apprentice will</p> <ul style="list-style-type: none"> <li>• Demonstrate craft and mastery of at least <b>three</b> different knives/cutting tools</li> <li>• Be able to cut with precision and <b>advanced</b> speed, accuracy and dexterity</li> <li>• Display safety, hygiene, and cleanliness awareness elements in to the skills test in accordance with minimum regulatory requirements</li> <li>• Communicate with <b>clear articulation</b></li> <li>• Complete the cutting exercise (as applicable) to <b>above the minimum</b> required standard for sale or production</li> <li>• Ensure their appearance is conducive to the cutting environment with PPE</li> </ul> <p>Grading assessment in this range will be <b>consistently excellent</b>, and will be <i>outstanding</i> in one or more of the areas. The apprentice will be <b>precise in cutting and may utilise creative ideas</b> to further display knowledge and skills. Furthermore, the apprentice will <b>be highly organised</b> and shall display clear control for area and will <b>demonstrate leadership traits</b>.</p>