



*MEAT
TRAINING
COUNCIL*

NVQ LEVEL 3

NVQ LEVEL 3 IN MEAT AND POULTRY PROCESSING

INTRODUCTION

This NVQ is aimed at team and section leaders and technical staff, all of whom have a high degree of personal responsibility in their work.

The qualification is based on a core and options structure. The mandatory core consists of four units. These units cover functions and operations common to the entire red and white meat sector.

There is an optional list of a further 21 units, of which candidates must choose four. This choice is made in accordance with their sub-sector and job role.

Some units in the core and optional list have been developed by related sectors:

- i.e. FDQC = Food and Drink Qualifications Council
- MCI = Management Charter Initiative
- DOSC = Distributive National Training Organisation
- STM = The Science, Technology and Mathematics Council

All units are, of course, assessed in the context of the meat and poultry industry.

The award forms an important component of the sector's Advanced Modern Apprenticeship.

Details of the qualification structure are shown on the following sheets.

The NVQ certificate can be endorsed to recognise a specific selection of optional units, the endorsements are shown on page 32. It should be noted that the mandatory units must be completed within the context of the selected units in order for the certificate to be endorsed.

NVQ LEVEL 3 IN MEAT AND POULTRY PROCESSING

MANDATORY UNITS

UNIT 1 MAINTAIN AND IMPROVE HEALTH AND SAFETY WITHIN THE WORKPLACE (U1024736)

- 1.1 Maintain occupational health and safety work practices
- 1.2 Improve occupational health and safety within the work environment
- 1.3 Contribute to risk assessment in the workplace

UNIT 2 MAINTAIN AND IMPROVE HYGIENE WITHIN THE WORKPLACE (Q1024737)

- 2.1 Maintain and improve hygienic work practices
- 2.2 Maintain and improve product safety

UNIT 3 CONTRIBUTING TO MONITORING AND CONTROLLING THE QUANTITY AND QUALITY OF WORK IN PROGRESS

- 3.1 Monitor and control throughput to achieve targets
- 3.2 Monitor and control the quality of work

UNIT 5 WORKING WITH OTHERS (KEY SKILLS UNIT)

- 5.1 Identify collective goals and responsibilities
- 5.2 Work to collective goals

OPTIONAL UNITS (Four units to be achieved)

UNIT 4 CONTRIBUTE TO OPTIMISING THE USE OF THE WORK AREA AND EQUIPMENT

- 4.1 Control the preparation of the work area and equipment for use
- 4.2 Control the use of the work area and equipment

UNIT 6 IMPROVING OWN LEARNING AND PERFORMANCE (KEY SKILLS UNIT)

- 6.1 Identify targets
- 6.2 Follow schedule to meet targets

UNIT 7 SUPPORT THE EFFICIENT USE OF RESOURCES (U1027781)

- 7.1 Make recommendations for the use of resources
- 7.2 Contribute to the control of resources

UNIT 8 LEAD THE WORK OF TEAMS AND INDIVIDUALS TO ACHIEVE THEIR OBJECTIVES (U1027797)

- 8.1 Plan the work of teams and individuals
- 8.2 Assess the work of teams and individuals
- 8.3 Provide feedback to teams and individuals on their work

UNIT 9 MANAGE INFORMATION FOR ACTION (U1027803)

- 9.1 Gather required information
- 9.2 Inform and advise others
- 9.3 Hold meetings

UNIT 10 ASSESS AND EVALUATE THE QUALITY OF MEAT, MEAT PRODUCTS AND RELATED MATERIALS

- 10.1 Assess and evaluate materials and products
- 10.2 Collect and report information on the quality of materials and products
- 10.3 Test and evaluate the quality of materials and products
- 10.4 Classify materials and products
- 10.5 Advise individuals and teams on the results of quality evaluations

UNIT 11 CONTRIBUTE TO AUDITING AGAINST SPECIFIED STANDARDS (U1024741)

- 11.1 Contribute to undertaking audits
- 11.2 Make recommendations and implement required actions

UNIT 12 CONTRIBUTE TO THE MODIFICATION AND INTRODUCTION OF MEAT PRODUCTS AND PROCESSES

- 12.1 Contribute to the development of new and modified processes and products
- 12.2 Contribute to the evaluation of the development of new and modified processes and products
- 12.3 Contribute to the implementation of new and modified processes and products

UNIT 13 CARRY OUT SAMPLING OPERATIONS (based on U1051761)

- 13.1 Prepare for sampling
- 13.2 Obtain representative sample
- 13.3 Maintain integrity of sample

UNIT 14 CARRY OUT TESTING OPERATIONS (based on U1051689)

- 14.1 Prepare for testing
- 14.2 Prepare test sample
- 14.3 Conduct tests
- 14.4 Record test results

UNIT 15 CONTRIBUTE TO THE DETERMINATION OF SPECIFICATIONS

- 15.1 Identify criteria
- 15.2 Confirm the validity of the specification

UNIT 16 MONITOR AND CONTROL THE RECOVERY OF BY-PRODUCTS AND THE DISPOSAL OF WASTE

- 16.1 Organise and control the separation of by-products
- 16.2 Organise and control the recovery of by-products for further processing
- 16.3 Organise and control the disposal of waste and despatch of by-products

UNIT 17 CONTRIBUTE TO SCHEDULING AND CONTROLLING THE SUPPLY OF LIVESTOCK INTO THE MEAT PLANT

- 17.1 Contribute to transport scheduling for the delivery of livestock
- 17.2 Monitor and control the reception of livestock
- 17.3 Contribute to maintaining lairage and antemortem facilities

UNIT 18 CONTRIBUTE TO CONVERTING LIVESTOCK INTO MEAT

- 18.1 Organise and control the slaughter process
- 18.2 Organise and control the dressing operations
- 18.3 Organise and control the evisceration operation
- 18.4 Organise and control the post slaughter treatment of carcasses

UNIT 19 CONTRIBUTE TO MONITORING AND MAINTAINING EFFECTIVE CUSTOMER SERVICE

- 19.1 Contribute to the provision of reliable customer service
- 19.2 Monitor customer service
- 19.3 Maintain effective and efficient customer service

UNIT 20 MAINTAIN THE AVAILABILITY OF GOODS FOR SALE TO CUSTOMERS (U1026246)

- 20.1 Organise the display of goods for sale
- 20.2 Assess the effectiveness of displays
- 20.3 Maintain product availability and quality
- 20.4 Recommend and support improvements in product availability and quality

UNIT 21 CONTRIBUTE TO MAINTAINING STOCK SECURITY AND MINIMISING STOCK LOSSES

- 21.1 Contribute to the maintenance of security
- 21.2 Monitor losses and investigate problems within area of responsibility
- 21.3 Implement procedures to deal with security alerts

UNIT 22 CO-ORDINATE AND CONTROL THE PROCESSING AND ASSEMBLY OF ORDERS

- 22.1 Co-ordinate and control the processing of orders
- 22.2 Organise and monitor the assembly of orders

UNIT 23 MONITOR AND MAINTAIN THE HANDLING AND STORAGE OF MATERIALS (U1024742)

- 23.1 Handle and store materials
- 23.2 Monitor and maintain handling and storage systems and procedures

UNIT 24 EVALUATE AND MONITOR THE RECEIPT OF PAYMENTS FROM CUSTOMERS FOR THE PURCHASE OF GOODS AND SERVICES (U1021589)

- 24.1 Evaluate takings practices and procedures
- 24.2 Monitor takings practices and processes at a cash point

UNIT 25 FACILITATE LEARNING THROUGH DEMONSTRATION AND INSTRUCTION (U1019489)

- 25.1 Demonstrate skills and methods to learners
- 25.2 Instruct learners

MEAT AND POULTRY PROCESSING LEVEL 3

The S/NVQ will be awarded as a Meat and Poultry Processing Level 3 qualification however, the certificate can be endorsed to recognise a specific selection of optional units i.e

Meat and Poultry Processing (Supervisory)

All the mandatory units and four units from the following

4, 6, 7, 8, 9, 25

two of which must be from units

4, 7, 8, 9

Meat and Poultry Processing (Technical)

All the mandatory units and four units from the following

4, 6, 10, 11, 12, 13, 14, 15, 25

two of which must be from units

10, 11, 12, 13, 14, 15

Meat and Poultry Processing (Retail)

All the mandatory units and four units from the following

4, 6, 10, 19, 20, 21, 22, 24, 25

two of which must be from units

6, 19, 20, 21, 22, 24

Meat and Poultry Processing (Production)

All the mandatory units and four units from the following

4, 6, 10, 11, 12, 16, 23, 25

two of which must be from units

10, 11, 12, 16, 23

Meat and Poultry Processing (Despatch)

All the mandatory units and four units from the following

4, 6, 19, 21, 22, 23, 25

two of which must be from units

19, 21, 22, 23

Meat and Poultry Processing (Abattoirs)

All the mandatory units and four units from the following

4, 6, 9, 10, 16, 17, 18, 25

two of which must be from units

10, 16, 17, 18

It should be noted that the mandatory units must be completed within the context of the selected units in order for the certificate to be endorsed