



**REPUBLIC OF KENYA**

**COMPETENCY BASED CURRICULUM**

**FOR**

**BUTCHERY OPERATIONS**

**KNQF LEVEL 4**

**ISCED PROGRAMME CODE; 0721 454B**



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NAIROBI

## BUTCHERY RECORDS AND DOCUMENTS MANAGEMENT

**UNIT CODE:** MT/CU/BO/CR/05/4/B

### Relationship to Occupational Standards

This unit addresses the Unit of Competency: manage butchery records and documents

**Duration of Unit:** 40 hours

### Unit Description

This unit specifies the competencies required to manage butchery records and documents. It involves gathering the required documents, recording animal meat stock and storing butchery records and documents.

### Summary of Learning Outcomes

1. Gather and store the required documents
2. Record meat stocks
3. Store butchery records and documents

### Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Gather the required documents	<ul style="list-style-type: none"><li>• Definition of terminologies</li><li>• Types of records and documents</li><li>• Handling of documents</li><li>• Legislation requirement in butchery business</li></ul>	<ul style="list-style-type: none"><li>• Observation</li><li>• Oral questioning</li><li>• Written tests</li></ul>
2. Record meat stocks	<ul style="list-style-type: none"><li>• Objectives of stock taking</li><li>• Procedures of stock taking</li><li>• Record books required in butchery business</li></ul>	<ul style="list-style-type: none"><li>• Observation</li><li>• Oral questioning</li><li>• Written tests</li></ul>
3. Store butchery records and documents	<ul style="list-style-type: none"><li>• Objectives of record keeping</li><li>• Different storage methods</li><li>• Safe keeping of records and documents</li><li>• Disposal of unwanted records</li></ul>	<ul style="list-style-type: none"><li>• Observation</li><li>• Oral questioning</li><li>• Written tests</li></ul>

**Suggested Methods of Instruction**

- Demonstration by trainer
- Practice by the trainee
- Field trips/tours
- Discussions
- Direct instruction

**Recommended Resources****Tools and equipment**

- File cabinets
- Staplers
- Paper punch
- Paper trimmers
- Computers
- Printers
- Projectors
- Scanners
- Screens

**Materials and supplies**

Assorted Stationary; papers, pens, files, office glue, pins, rulers, ink, toners, cartridges

**Personal protective equipment (PPEs)**

- Dust coat
- Disposable gloves
- Safety goggles
- First aid kit

**Facilities**

Offices, registry offices, stores, board rooms, furniture