



REPUBLIC OF KENYA

COMPETENCY BASED CURRICULUM

FOR

BUTCHERY OPERATIONS

KNQF LEVEL 4

ISCED PROGRAMME CODE; 0721 454B



**TVET CDACC
P.O. BOX 15745-00100
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">• Definition of terminologies• Types of records and documents• Handling of documents• Legislation requirement in butchery business	<ul style="list-style-type: none">• Observation• Oral questioning• Written tests
2. Record meat stocks	<ul style="list-style-type: none">• Objectives of stock taking• Procedures of stock taking• Record books required in butchery business	<ul style="list-style-type: none">• Observation• Oral questioning• Written tests
3. Store butchery records and documents	<ul style="list-style-type: none">• Objectives of record keeping• Different storage methods• Safe keeping of records and documents• Disposal of unwanted records	<ul style="list-style-type: none">• Observation• Oral questioning• Written tests

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