



REPUBLIC OF KENYA

NATIONAL OCCUPATIONAL STANDARDS

FOR

BUTCHERY OPERATOR

KNQF LEVEL 4

ISCED OCCUPATIONAL STANDARD CODE; 0721 454B



TVET CDACC
P.O. BOX 15745-00100
NAIROBI

MANAGE BUTCHERY RECORDS AND DOCUMENTS

UNIT CODE: MT/OS/BO/CR/05/4/B

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.

| ELEMENT | PERFORMANCE CRITERIA |
|---|--|
| These describe the key outcomes which make up workplace function. | These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i> |
| 1. Gather required documents | 1.1 Butchery documents identified and gathered as per the task requirement |
| 2. Record animal meat stock | 2.1 Meat stock identified as per the workplace procedures 2.2 Meat stock entries made in the stock records as per task requirements |
| 3. Store butchery records and documents | 3.1 Animal meat records identified and gathered as per task requirements 3.2 Animal meat records and documents stored as per workplace procedures |

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

| Variable | Range |
|---|--|
| 1. Butchery documents may include but are not limited to: | <ul style="list-style-type: none">• Certificate of transport• Butchery business permit• Food handlers' certificate |
| 2. Meat stock may include but are not limited to: | <ul style="list-style-type: none">• Opening stock• Closing stock. |

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Decision making

- Observation
- Time management
- Public relations
- Conflict resolution
- Weighing
- Numeracy

Required Knowledge

The individual needs to demonstrate knowledge of:

- Objectives of records and documentation
- Types of records and documents
- Methods of record keeping
- Business stock taking
- Managing business documents

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

| | |
|-----------------------------------|--|
| 1. Critical Aspects of Competency | <p>Assessment requires evidence that the candidate:</p> <p>1.1 Identified and gathered butchery legal documents as per the task requirement</p> <p>1.2 Carried out stock taking as per the laid down procedures</p> <p>1.3 Made entries in the stock records as per task requirements</p> <p>1.4 Stored butchery records and documents as per the workplace procedures</p> |
| 2. Resource Implications | <p>The following resources must be provided:</p> <p>2.1 Workplace or assessment location</p> <p>2.2 PPEs</p> <p>2.3 Materials, tools, and equipment</p> <p>2.4 Abattoir wastes</p> |
| 3. Methods of Assessment | <p>Competency may be assessed through:</p> <p>3.1 Observation</p> <p>3.2 Oral presentation</p> <p>3.3 Oral questioning</p> <p>3.4 Written tests</p> |
| 4. Context of Assessment | <p>Competency may be assessed:</p> <p>4.1 On the job</p> <p>4.2 Off the job</p> <p>4.3 Industrial attachment.</p> |

| | |
|--|--|
| | 4.4 Off the job assessment must be undertaken in a closely simulated workplace environment. |
| 5. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |