



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 <i>Butchery documents</i> identified and gathered as per the task requirement
2. Record animal meat stock	2.1 <i>Meat stock</i> 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.