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Document History

This document replaces all previous versions. The Guide to EPA is subject to regular revision and is maintained and version controlled electronically.

Previous changes were recorded separately and are held by the Quality and Operational Assurance Director.

Date

22/03/2021

22/03/2021

02/02/2022

19/12/2022

25/04/2023

12/02/2024

Change

Assessment specification improved to give more weighting to individual species and to added value products.

Specifications for PSA option 1 Lamb amended to give wider range of assessments.

Practical Skills Assessment (PSA) Option 1 Lamb – amendment to Activity 3, Task 2.

New Practical Skills Assessments (PSA) Option 1 Lamb JCQ Guidelines information amended

Rogue rind removed
Remove reference to EQA fee
VCD 30 min amended to 25-30min
Site visit form IE/IQA replaced with FDQ colleague
Numbers rather than bullet points added to PSA examples
PSA examples reviewed to ensure match to test specs

All guides redesigned and condensed down to suit apprentices, employers and training providers.



WHAT IS AN END-POINT ASSESSMENT?

The EPA is the final part of your apprenticeship. It is important so prepare well for it! It is designed to confirm you have the skills, knowledge and behaviours needed to become a qualified Butcher.

Getting ready for your EPA:

To enter gateway you will need to have the following requirements:

- Log book documenting off-the-job training (minimum of 20%) that has been completed
- Level 2 Award in Food Safety
- Level 2 Award in Health and Safety in the Food Supply Chain Business
- Level 2 Award in Knife Skills for Food Processing
- Apprentices without level 2 English and Maths will need to achieve level 1 and take the tests for level 2, prior to taking
 the EPA. For those with an education, health and care plan or a legacy statement the apprenticeships English and
 Maths minimum requirement is Entry Level 3. British Sign Language qualification is an alternative to English
 qualifications for those whom this is their primary language.
- A declaration form that confirms all knowledge, skills and behaviours in the Butcher Standard have been evidenced This should be based on a review of the apprentice's log book by the employer and training provider (if applicable).

Reasonable adjustments:

Your employer must inform FDQ if you need any reasonable adjustments for your EPA. For example, extra reading time or instructions in larger font. Make the request for adjustments when your employer requests your EPA test. FDQ is committed to provide equality throughout all our EPAs.

The FDQ Arrangements for reasonable adjustment policy can be found at www.fdq.org.uk

EPA Itinerary:

FDQ will send details of the date and time of your EPA to your employer and yourself. This will be sent by our operations team when they have confirmation from the relevant EPA manager. Apprentices have 12 weeks to complete their EPA once they have entered the FDQ gateway.

What happens after your EPA day?

FDQ will confirm the final results, including a grade for the EPA to your training provider. This takes around 21 working days from your final EPA date. If you pass your EPA, the Education and Skills Funding Agency (ESFA), on behalf of the Institute of Apprenticeships will send your Apprenticeship certificate to your employer. Your certificate should then be passed onto you!

What happens if you don't pass your EPA?

If you don't pass your FPA there is always an option to resit/retake. Please read page 40 for more information

End-point Assessment Day:

What to expect on the day of your EPA

You should arrive at least 30 minutes prior to start time of your EPA. This will enable yourself to prepare for the practical observation assessment, allowing preparation time for Personal Protective Equipment (PPE) to be put on and for any required tools and equipment to be obtained. The Independent examiner will arrive and in preparation for the EPA day to commence.



Component

Multiple-choice Test

Practical Skills
Assessment

2

3

Vocational Competence
Discussion

Time allowed

90 minutes

75 minutes

25 - 30 minutes

Questions

60 multiple choice questions

5 activities

8 open/scenario based questions

Graded

fail, pass or pass with excellence

fail, pass or pass with excellence

fail, pass or pass with excellence

3.0 ABOUT THE EPA



Site visit from EPA Manager

This will be conducted by an EPA Manager to introduce the service and meet all parties involved. This includes the employer, training provider and the apprentice, to assess and agree readiness of the apprentice for EPA. The visit from the EPA Manager can be in person or remote. The visit will:

- Review the suitability of the venue for EPA and that minimum requirements are met. Wherever possible, the EPA will take place in the apprentice's workplace. However, if this is not possible, FDQ may agree to an alternative venue.
- Ensure that the apprentice is not disadvantaged in any way and is assessed in a fair, safe and robust environment.
- Agree a suitable date and time for the EPA and agree an outline of the day's events.
- Agree a suitable format for the Practical Observation to enable the apprentice to demonstrate the required activities, as well as a quiet area/room for assessing supplementary evidence, answering mandatory questions and conducting the Professional Dialogue and Interview.

Fees for the EPA:

FDQ is required to have a transactional agreement with the training provider for the EPA services that are commissioned for the apprentice. FDQ will act on behalf of the apprentice's employer and at the point of entering the gateway the EPA fee will be discussed and agreed with all parties. FDQ has a fees policy for all our standards.

When the apprentice has entered the gateway and the EPA date is set, FDQ will issue a contract & payment schedule to the training provider who will sign and return within 10 days. An invoice will normally be issued to the training provider prior to appointed date of the EPA with a 30-day payment expectation.

EPA Assessment Method	Key
Multiple-choice Test	мст
Practical Skills Assessment	PSA
Vocational Competence Discussion	VCD

Standard Reference	Knowledge to be assessed	мст	PSA	VCD
CK1	The development of the meat sector leading up to the modern day, including its values, culture, traditions and connection to membership bodies and professional institutions	•		
CK2	The principles of butchery; including the selection, procurement, provenance and handling of livestock leading to welfare and associated lairage and slaughter practices, including Halal and Kosher			
CK3	The principles of waste minimisation, saleable yield and predictive costing methods	•		
CK4	The meat and poultry marketplace including the supply chain/ traceability functions and key legislative and enforcement agencies that regulate the retail and/ or process environment	•		
CK5	The principles of meat and poultry species including knowledge associated with carcase by- products, primal, joints and muscles			
CK6	The various craft and knife skills used for cutting, boning, trimming and mincing of meat including the use of relevant mechanical equipment as required			

Standard reference	Knowledge to be assessed	мст	PSA	VCD	
CK7	Cold storage, stock control and safe movement of meat and/or poultry in the butchery environment	•			
CK8	Stock control, product pricing, quality assurance & meeting the expectations of customers &/ or contractor			•	
СК9	Health and food safety including hygiene both in personal terms and as part of the wider food sales/ production environment		•		
CK10	Methods for weighing products, controlling temperature, wrapping, sealing, packing, labelling and stock control of meat and poultry products for wholesale or retail sale				
CK11	Employment, rights and responsibilities, including equality, team working practices and the importance of continuous personal development				
Skills to be assessed					
CSI	Prove full awareness and adherence to health and safety regulations and/ or additional requirements that may apply to their employer's food business				

CS2	Carry out a range of primary and secondary butchery skills involving the use of steak and boning knives, hand saws, cleavers, banding needles and other relevant hand tools used in the process of primal cutting, boning, slicing, dicing, rolling, trimming and filleting as used in their employer's business	•	
CS3	Produce meat and/ or poultry products (as required) such as sausages/ pies made to the specifications of customers for sale to the public	•	
CS4	Uses machinery (as permitted) & other relevant cutting equipment including the ability to sharpen knives	•	
CS5	Apply hand/ eye co-ordination along with physical agility and manual handling of carcases through the manufacturing/ butchery process		
CS6	Adhere to the legislative regulations that apply in the food industry plus the organisational policies and standard operating procedures that apply within the employer's business		
CS7	Display the ability to work in a team and individually as required in a busy environment with pre-determined deadlines and productivity targets	•	·
CS8	Maintain the quality environment including product specification (including customer requirements), food safety compliance and traceability procedures in the meat supply chain (A20)	•	

CS9	support workforce development: sharing own knowledge and experience in order to assist new recruits and/ or inexperienced colleagues			
CS10	communicate effectively with customers, suppliers and colleagues displaying the excellent interpersonal skills required to perform the role to the required standard			•
	Behaviours to be assess	ed		
вні	Take appropriate personal operational responsibility for both health and food safety, apply safe working practices when using knives, hazardous tools and/ or related equipment		•	•
BH2	Display a willingness to learn, solve problems & acquire new skills that will be applied in the working environment			•
ВН3	Be punctual, reliable, diligent and respectful towards customers, peers and colleagues at all times			
BH4	Show attention to detail, carrying out duties in diligent way and taking account of the efficiencies and understanding how these support the profitability of the business			•
BH5	Maintain the vision and ethos of the business, including performance levels whilst taking pride in work and fostering positive relationships with customers and colleagues			

Specialist Retail Knowledge, Skills and Behaviours

RS1

Communicate enthusiastically & with personality to customers offering excellent service

RS2

Advise domestic and commercial customers on the preparation & cooking of red & white meat products

RS3

Produce a minimum of three meat & poultry products from the following range including joints, portions, cooked and hot products, sausages, burgers, pasties, curing, smoking, air drying & value added products

Plan & prepare for seasonal supply & demand of meat products ensuring best

practice in the merchandising & promotion of seasonal foods

RS4

RS5

Understand the counter sales environment, inc cash admin, retail display, stock replenishment systems & on-line services

•

•

Multiple-Choice Test (MCT)

The MCT consists of 60 questions. This will be carried out under exam conditions. The test can be taken online or on paper

Time

• 90 minutes allowed

Question Styles

· Multiple choice question style

Grading criteria and marks

Grade	Marks
Fail	35 or less
Pass	between 36 and 47
Excellence	between 48 and 60



Sample Questions

Sample questions are available on FDQ awards. FDQ recommend for apprentices to undertake sample exams online however paper-based sample exams are also available.

MULTIPLE-CHOICE TEST (MCT)





KNOWLEDGE TEST ASSESSMENT SPECIFICATION

Standard	
reference	ê

Knowledge to be assessed

Version

Range

No of MCQs

2

CK1

Describe the development of the meat sector leading up to the modern day Give an overview of changes in industry practices; equipment and trading over past 150 years

1.1

1.2

П

Values and culture
To include: customer

service standards;
environmental issues;
changes from traditional
family butchers to modern
day global industry;
cultural influences within
the meat sector

Traditions, membership bodies & professional institutions

To include: famous markets; types of premises used for butchery; Guilds; Institutes; Trade bodies.

CK2

State the principles of butchery.

2.1

Selection and Procurement

To include: types of sales venue; types of buying methods e.g. livestock auctions, direct to slaughter, wholesalers, buying carcasses, primals or boxed bone-in and boneless products; livestock selection assessment criteria; classification and grading criteria; specifications for carcasses

4

		2.2	Provenance To include: definition; current issues; importance to customers. Handling of livestock and lairage To include: animal handling and welfare issues; potential impact on final meat quality; purpose of lairage; lairage design. Slaughter practices, including Halal and Kosher To include: stunning and	4
		2.4	non-stunning practices; requirements of ritual slaughter to include Halal and Kosher e.g. ante⊠mortem and post- mortem inspection	
CK3	State the principles of waste	3.1	Saleable yield To include: a definition of saleable yield; factors affecting waste; yield calculations.	2
	minimisation	3.2	Predictive costing methods To include: purpose, use and importance of costing methods.	
		4.1	The meat supply chain To include: transport; stages of the supply chain; labelling and documentation requirements, importance of documentation in traceability e.g. passports, FCI, batch codes	
CK4	Describe the meat and poultry market	4.2	The poultry supply chain To include: poultry production including vertically integrated stages of the supply chain; labelling and documentation requirements	4
		4.3	Traceability functions To include: importance to the food industry; traceability accreditation schemes; staff responsibilities for traceability.	

		4.4	Key legislative and enforcement agencies that regulate retail and or process environments To include: overview of the main Food Safety, Safety and Trading enforcement agencies and legislation.	
CK5 State the principles of meat and poultry species.	5.1	Principles of beef To include: carcase classification systems and grades; uses of different types of offal;; names of primal cuts; anatomy of primal cuts; packing primal cuts; names and types of joints and muscles; methods of cutting and boning primals to produce joints and cuts of meat		
	CK5	5.2	Principles of lamb and mutton To include: carcase classification systems and grades; uses of different types of offal; names of primal cuts; anatomy of primal cuts; packing primal cuts; names and types of joints and muscles; methods of cutting and boning primals to produce joints and cuts of meat	12
		5.3	Principles of pork To include: carcase classification systems and grades; uses of different types of offal; names of primal cuts; anatomy of primal cuts; packing primal cuts; names and types of joints and muscles; methods of cutting and boning primals to produce joints and cuts of meat	
		5.4	Principles of poultry and game birds To include: grading of carcase and portions; evisceration of carcase; uses of offal and byproducts; names and types of cuts; methods of cutting and boning joints and muscles.	

			6.1	Cutting To include: methods and principles of cutting different types of meat and poultry e.g. slicing, dicing, jointing; cutting tools and equipment; importance of cutting specifications.			
	CK6	Describe the various craft and knife skills	6.2	Boning To include: methods of boning and seaming different types of meat and poultry; boning tools and equipment.	6		
			6.3	Trimming and mincing of meat To include: importance of trimming to specification; techniques for different types of meat and poultry; fat content in mince; mincing equipment.			
				Cold storage and stock control			
	CK7	Describe the purpose of cold storage and stock control of meat and poultry in the butchery environment.	7.1	To include; safe storage temperatures and maximum legal temperature for fresh meat; reasons for storing meat to temperature; purpose and safety of stock control; use by dates.	2		
			butchery	7.2	The safe movement of meat and poultry To include: importance of temperature control when packing, storing and moving meat products; temperatures for frozen meat products; traceability.		
		Explain stock	8.1	Stock control To include: the importance of accurate stock control practices; stock terminology.			
	CK8	control, product pricing, quality assurance and meeting the expectation of customers and/or contractors	8.2	Product pricing To include: factors affecting product pricing and classification systems. Calculating yields; calculating profit	4		
		contractors			8.3	Quality assurance Quality assurance schemes such as Red Tractor, RSPCA, Include Q Guild, farm assured	

			8.4	How to meet the expectation of customers and/or contractors To include: types of customer/ contractor requirements and ways to meet requirements.	
	Describe and			9.1	Hygiene in personal terms To include: own responsibilities for and importance of good personal hygiene in a food business.
	CK9	CK9 comply with health and food safety.	health and	9.2	Food safety in the wider food sales/production environment To include: PPE and reporting food safety hazards; cross contamination including allergen handling
	CK10 State methods for packing meat and poultry products for retail sale.	10.1	Weighing products To include: weighing regulations, UK weight units of measure; types of equipment.		
			10.2	Controlling temperature To include: legal temperatures for fresh and frozen meats and poultry; reasons for controlling and recording of current maximum legal temperatures	
		for packing meat and poultry products for	10.3	Wrapping To include: types of wrapping used for meat the importance of correct wrapping.	
				10.4	Sealing and packing To include: the importance of correct sealing; types of packaging
			10.5	Labelling To include: UK legal requirements for food labelling, including allergens; legislative requirements and the importance of stock control labels.	

	CK11	State how to comply with employment rights and responsibilities, equality, team working practices and the importance of continuous personal development.	11.1	Rights and responsibilities To include working hours and breaks; responsibility for good relationships at work.	
			11.2	Equality To include: overview of responsibilities in current equality law.	
			11.3	Team working practices To include: the aims and imp	4
			11.4	Continuous personal development (CPD) To include: the importance of CPD for apprentice butchers; types of skills and knowledge employers require.	
	RS2	Describe to domestic and commercial customers how to prepare and cook red and white meat and & poultry products.	12.1	Domestic To include: advice on cooking and resting meat products; food hygiene in the home.	
			12.2	Commercial To include: the importance of product specifications; factors affecting commercial cooking.	2
RS		State how to produce a range of meat & poultry products.	13.1	Joints and portions To include: types of cuts from different animal carcasses; names of cut products	
	RS3		13.2	Cooked and hot products and pasties To include: types of pastry used in meat products; minimum meat content requirement for cooked products.	8
			13.3	Sausages, burgers and value added To include: minimum legal meat content for different products; ingredients used for sausages, burgers	

		13.4	Curing, smoking and air drying To include: methods used to smoke, cure and air dry different types of meat; categories of smoked, cured and dried meats; types of wood used in smoking.
RS4	State how to plan and prepare for seasonal supply & demand (availability) of meat products ensuring best practice in the merchandising and promotion of seasonal foods.	14.1	Peak seasonal times in the meat and poultry industry To include: the types of meat and poultry products in high demand for different seasons and events; seasonal planning; marketing and promotional activities
	Understand the	15.1	Cash administration To include: stages of processing customer payments; factors affecting customer service during payment.
RS5	counter sales environment.	15.2	Stock replenishment To include: purpose, process and best practice for replenishing stock.
			TOTAL 60

Practical Skills Assessment (PSA)

The Independent Butchery Examiner (IE) will carry out the practical assessment at the agreed and approved EPA test centre. The species available to the apprentice will be:

- Option 1 Lamb
- Option 2 Pork

The EPA will be synoptic and reflective of the apprentice's specialist working environment with the meat species selected and arranged by the EPAO with agreement of the training provider (as per approved standard).

The following activities will be assessed in the PSA.

1. PPE, tidying, cleaning and maintaining the work environment both during the activities and at the end of their test.

The Independent Examiner will ask five questions, one question relating to each area. The Independent Examiner may ask follow-up questions for clarification.

The apprentice must complete the other activities in the following order:

- 2. primal cutting
- 3. secondary cutting
- 4. retail portioning
- 5. product display.

Time

 The apprentice will have 75 minutes to complete all five activities in the test.

Venue

 The PSA must be taken in the workplace under FDQ's assessment conditions.



Practical Skills Assessment (PSA)



Tools, Equiptment & Materials



Personal protective equipment (PPE) required (to the standard of the employer):

- 1 Chainmail/stab apron
- 2 Safety glove
- 3 Safety shoes

Utensils and equipment:

- Knives (steak knife, steel or draw through knife sharpener, boning knife, saw, banding needle)
- String, elasticated meat trussing bands or netting
- 3 Trays for counter display
- 4 Liberator
- Overwrapping machine, film & appropriate trays (if required)
- 6 Tickets and labels (as required)
- 7 Garnish (if appropriate)
- 8 Weighing scale
- 9 Appropriate trays/receptacles for disposal of waste







Practical Observation Assessment Specification

The list of options will be discussed on the visit prior to the EPA and will be appropriate to the processes carried out on site. The apprentice will be given one of the following for their practical test to enable them to demonstrate the skills required:

- Whole Leg of Lamb (bone-in)
- Whole Shoulder of Lamb (bone-in)
- Whole Loin of Lamb (bone-in)
- Whole Leg of Pork ex foot (bone-in, rind on)
- Whole Belly of Pork (bone-in, rind on)

The instructions below will be given to the apprentice prior to the EPA.

- The apprentice will be asked to complete 5 activities.
- •Activity 1, 2 and task 5 will remain the same for each apprentice.
- Activities 3 and 4 will be randomly chosen by FDQ EPAO, individual to each apprentice; typical examples of the activities are included in the following table.

The employer/training provider and apprentice will have discussed and agreed which species will be used for the practical skills test.

Butcher Practical Skills Test Specification

Activity 1

The apprentice will ensure the work environment; tools and equipment are clean and tidy both during the activities and at the end of the assessment.

Activity 2

The apprentice will select the correct tools and equipment to carry out primal cutting of a carcase or section of a carcase to specification.

Activity 3

The apprentice will select the correct tools and equipment to carry out secondary cutting from the primal cut product.

Activity 4

The apprentice will prepare retail portions to specification from the secondary cut product.

Activity 5

The apprentice will present their cuts of meat on a platter in a manner appropriate for retail display.

Apprentice instructions: Lamb Retail In-Store

Activity 1 PPE, cleaning, tidying and maintaining the work environment

Ensure your work environment, tools and equipment are clean and tidy both during the activities and at the end of the assessment.

TWO of the following Activity 2 tasks must be completed. Check briefly that the primal cuts meet food safety and quality standards. Task 1 (Whole leg of lamb)

- Remove the shank of lamb by cutting through the stifle joint and French trim.
- De-bone and seam butcher the remaining leg into the three main muscle blocks: topside; silverside and; top rump (thick flank).
- Ensure all excess meat for further processing is trimmed to a minimum of 85%vl.
- Fat trim and other trimmings (glands, gristle, bone/cartilage etc.) should be kept separate and placed neatly on the work surface.

Task 2 (Whole Leg of Lamb)

- Remove the shank of lamb by cutting through the stifle joint and French trim.
- De-bone the remaining leg through the natural seams to create a spatchcock leg of lamb
- Ensure all excess meat for further processing is trimmed to a minimum of 85%vl.
- Fat trim and other trimmings (glands, gristle, bone/cartilage etc.) should be kept separate and placed neatly on the work surface.

Task 3 (Whole Shoulder of Lamb)

- Remove the fore shank through the radius/ulna and humerus joint and French trim.
- Seam butcher the first muscle block from the face of the shoulder (spider muscle).
- Remove any excess fat and gristle.
- Completely de-bone and trim the remaining shoulder.
- Ensure all excess meat for further processing is trimmed to a minimum of 85%vl.
- Fat trim and other trimmings (glands, gristle, bone/cartilage etc.) should be kept separate and placed neatly on the work surface.

Task 4 (Whole Shoulder of Lamb)

- French trim radius/ulna bone.
- Seam butcher the first muscle block from the face of the shoulder (spider muscle).
- Remove any excess fat and gristle.
- Remove the scapula bone/cartilage and humerus bone. Trim the remaining shoulder.
- Ensure all excess meat for further processing is trimmed to a minimum of 85%vl.
- Fat trim and other trimmings (glands, gristle, bone/cartilage etc.) should be kept separate and placed neatly on the work surface

Task 5 (Whole Loin of Lamb)

- Separate the best end (rib end) from the loin end
- Chine the best end of the loin to remove the vertebrae and feather bones then French trim to produce a rack of lamb.
- Ensure all excess meat for further processing is trimmed to a minimum of 85%vl.
- Fat trim and other trimmings (glands, gristle, bone/cartilage etc.) should be kept separate and placed neatly on the work surface.

Task 6 (Whole Loin of Lamb)

- Separate the best end (rib end) from the loin end.
- Completely de-bone, trim and roll the best end of the loin securing with string, elastic bands or netting.
- Ensure all excess meat for further processing is trimmed to a minimum of 85%vl.
- Fat trim and other trimmings (glands, gristle, bone/cartilage etc.) should be kept separate and placed neatly on the work surface.

Activity 2 Visual Primal Cut Assessment

Activity 3 Secondary Cutting

TWO of the following Activity 3 tasks must be completed. Task 1

(Whole Leg of Lamb)

- \bullet From the topside or silverside produce two mini joints of equal weight, securely tied with string, elastic bands or netted (+ or 100g).
- Ensure all excess meat for further processing is trimmed to a minimum of 85%vl.
- Fat trim and other trimmings (glands, gristle, bone/cartilage etc.) should be kept separate and placed neatly on the work surface.

Task 2 (Whole Leg of Lamb)

- Separate the top rump from the silverside by following the connective natural seam leaving the connective external fat to the silverside
- Separate the topside and silverside muscle following the natural seam
- French trim the silverside leaving the external fat layer and securely tie with string, elastic bands or netting to create a rolled silverside mini joint
- Ensure all excess meat for further processing is trimmed to a minimum of 85%vl.
- Fat trim and other trimmings (glands, gristle, bone/cartilage etc.) should be kept separate and placed neatly on the work surface.

Task 3 (Whole Shoulder of Lamb)

- Produce a boneless rolled shoulder joint securely tied with string, elastic bands or netting.
- Cut two joints of equal weight from the rolled shoulder (+ or 100g).
- Ensure all excess meat for further processing is trimmed to a minimum of 85%vl.
- Fat trim and other trimmings (glands, gristle, bone/cartilage etc.) should be kept separate and placed neatly on the work surface.

Task 4 (Whole Shoulder of Lamb)

- Produce a lamb carvery roast securely tied with string, elastic bands or netting.
- Cut two joints of equal weight from the rolled carvery roast (+ or 100g).
- Ensure all excess meat for further processing is trimmed to a minimum of 85%vl.
- Fat trim and other trimmings (glands, gristle, bone/cartilage etc.) should be kept separate and placed neatly on the work surface.

Task 5 (Whole Loin of Lamb)

- Produce four lamb cutlets of equal size from the French trimmed rack (+ or 40a).
- Remove the fillet muscle from the loin end and then remove the vertebrae to create a cannon of lamb bone-in.
- Ensure all excess meat for further processing is trimmed to a minimum of 85%vl.
- Fat trim and other trimmings (glands, gristle, bone/cartilage etc.) should be kept separate and placed neatly on the work surface.

Task 6 (Whole Loin of Lamb)

- \bullet Produce four lamb noisettes of equal size from the boned and rolled best end of loin (+ or 20g)
- Remove the fillet muscle from the loin end and then completely de-bone and trim the remaining loin.
- Ensure all excess meat for further processing is trimmed to a minimum of 85%vl.
- Fat trim and other trimmings (glands, gristle, bone/cartilage etc.) should be kept separate and placed neatly on the work surface.

Two of the following Activity 4 tasks must be completed. Task 1 (Whole Leg of Lamb)

Produce from the boneless top rump:

- Three 80g boneless lamb steaks (+ or 20g for each).
- Ensure all excess meat for further processing is trimmed to a minimum of 85%vl.
- Fat trim and other trimmings (glands, gristle, bone/cartilage etc.) should be kept separate and placed neatly on the work surface.

Task 2 (Whole Shoulder of Lamb)

Produce from the first muscle block (spider muscle):

- An individual lamb cushion with string or elastic bands.
- Ensure all excess meat for further processing is trimmed to a minimum of 85%vl.
- Fat trim and other trimmings (glands, gristle, bone/cartilage etc.) should be kept separate and placed neatly on the work surface.

Task 3 (Whole Loin of Lamb)

Produce from the bone-in cannon of lamb:

- A whole boneless lamb loin.
- Ensure all excess meat for further processing is trimmed to a minimum of 85%vl.
- Fat trim and other trimmings (glands, gristle, bone/cartilage etc.) should be kept separate and placed neatly on the work surface.

Task 4 (Whole Loin of Lamb) Produce from the boneless loin of lamb:

- Three valentine steaks of equal size (+ or 20).
- Ensure all excess meat for further processing is trimmed to a minimum of 85%vl.
- Fat trim and other trimmings (glands, gristle, bone/cartilage etc.) should be kept separate and placed neatly on the work surface.

Activity 4 Retail portioning

Activity 5 Product display

Present your finished meat products on your counter display trays. The presentation should be suitable for a retail display and be within an approximate area of 66cm x 55cm.

- All trays and greenery strips (if used) to be provided by the apprentice.
- Other garnish can be provided/used by the apprentice but should be kept to a minimum.
- No seasonings/glazes or marinades allowed in order to show the natural appearance of the meat cuts/products and cut faces.
- Ticketing and labelling of the meat cuts/products is not required.

Apprentice instructions: Lamb Retail In-Store

Activity 1
PPE, cleaning, tidying and maintaining the work environment

Ensure your work environment, tools and equipment are clean and tidy both during the activities and at the end of the assessment.

Activity 2 Visual Primal Cut Assessment Secondary Cutting

TWO of the following tasks must be completed. Check briefly that the primal cuts meet food safety and quality specification requirements.

Task 1 (Whole Leg of Pork)

Bone and seam a pork leg to produce topside, silverside and top rump (thick flank) muscle blocks (shank can be removed at the joint before boning if preferred).

Task 2 (Whole Belly of Pork)

- Sheet bone the ribs to produce a boneless trimmed belly
- Produce a full sheet of belly ribs.

Task 3 (Whole Loin of Pork)

- Remove tenderloin and trim any excess fat and glands.
- Split loin into loin end and rib end.
- Ensure that any trim produced is suitable for processing and is a minimum of 85%visual lean.
- Fat trim, meat trim and other trimmings (glands, gristle, bone/cartilage etc.) should be kept separate and placed neatly on the work surface.

TWO of the following tasks must be completed. Task 1 (Whole Leg of Pork)

From the boned, seamed leg of pork produce:

- A 1kg joint from the silverside or topside tied securely with string, elastic bands or netting.
- Ensure any meat trim produced is suitable for processing and is a minimum of 85%visual lean.

Task 2 (Whole Belly of Pork)

- Produce a boned scored and rolled belly joint secured with string, elastic bands or netting.
- From the boneless rolled belly produce two 1kg joints of equal weight (+ or 100gms).

Task 3 (Whole Loin of Pork)

Produce from the rib-end loin:

- a French trimmed, chined 4 rib loin of pork joint (feather bones removed)
- ensure that any trim produced is suitable for processing and is a minimum of 85% visual lean.
- Fat trim, meat trim and other trimmings (glands, gristle, bone/cartilage etc.) should be kept separate and placed neatly on the work surface.

Activity 3
Secondary Cutting

Two of the following tasks must be completed. Task 1 (Whole Leg of Pork)

Produce from the thick flank:

• 300gm equally sized (2cm x 2cm) diced pork cubes suitable for kebabs.

Task 2 (Whole Belly of Pork)

Activity 4 Retail portioning

From the sheet boned ribs:

- remove the costal cartilage
- cut between each rib to produce individual pork ribs.

Task 3 (Whole Loin of Pork)

Produce from the loin:

- a boned scored and rolled loin joint secured with string, elastic bands or netting
- divide the rolled loin into 2 joints of equal weight (+ or 100gms).
- Fat trim, meat trim and other trimmings (glands, gristle, bone/cartilage etc.) should be kept separate and placed neatly on the work surface.

Activity 5 Product display

Present your cuts of meat on your counter display trays. The presentation should be suitable for a retail display and be within an approximate area of 66cm x 55cm. All trays and greenery strips (if used) to be provided by the apprentice.

- All trays and greenery strips to be provided by the apprentice.
- Other garnish can be provided/used by the apprentice but should be kept to a minimum.
- No seasonings/glazes or marinades allowed in order to show the natural appearance of the meat cuts/products and cut faces.
- Ticketing and labelling of the meat cuts/products is not required.



Grading criteria & Marks

Grading criteria for the Practical Skills Assessment, used in the allocation of marks, as directed by the assessment plan can be found below.

Standard - Skills

Pass with Excellence Criteria (Apprentices must demonstrate all of the criteria) Pass Criteria (Apprentices must demonstrate all of the criteria) Fail Criteria
(Apprentices will fail if they
demonstrate one or more of
the criteria)

CS1

CK9

CS8

Prove full awareness and adherence to health and safety regulations and/or additional requirements that may apply to their employer's food business.

Health and safety including hygiene both in personal terms and as part of the wider food sales/production environment.

Maintain the quality environment including product sampling specification (including customer requirements) food safety compliance and traceability procedures in the meat supply chain.

Personal Protective Equipment worn/used correctly.

Maintains a safe, clean and hygienic work-station that is routinely sanitised during the completion of the task.

Ensured the work environment, tools and equipment were, safe, clean and tidy maintained during the activities and at the end of the assessment

Work completed in a way that ensures safety of self and others and exceeds the minimum safety regulations and employer requirements. Personal Protective Equipment worn/used correctly.

Maintains a safe, clean and hygienic work-station for the duration of the task.

Ensured the work environment, tools and equipment were, safe, clean and tidy at the end of the assessment.

Personal Protective Equipment not used correctly.

Work-station cleanliness and hygiene practices are below standard.

Work completed in a way that ensures safety of self and others and adheres to minimum safety regulations and employer requirements.

Failed to meet the minimum standards for health and safety regulations and/or employer requirements.

Demonstrates full awareness and adherence to health and safety and is able to explain implications for noncompliance in the food business.

Demonstrates full awareness and adherence to health and safety in the food business. Lack of understanding & adherence to health and safety was evident in the task.

The cutting environment (work station) was pre-checked and quality maintained/ assured to a highly compliant level during the task.

The cutting environment (work station) was maintained to an acceptable level of quality assurance and compliance throughout the task.

The cutting environment (work station) was not maintained and quality assurance of the task was below standard.

Pre-carcase assessment was conducted and demonstrated to a high degree of understanding of meat traceability procedures.

- Established carcase weight traceability, specification and classification
- Explained the health mark
- Described two factors affecting classification of species,
- Effect of fat level and confirmation
- Stated required carcase temperature
- Stated two carcase faults.

Pre-carcase assessment was conducted and meat traceability understanding met the required standard.

- Established carcase weight, specification and classification
- · Identified the health mark.

Failed to conduct an adequate pre-carcase assessment and demonstrated weak understanding of meat traceability

The finished cut product met the customer specification to the exact tolerance.

Cut surfaces clean, no evidence of incisions in muscle without trimming and bone dust removed.

The finished cut product met the customer specification to within tolerance requirements.

Cut surfaces less than clean following minor trim and bone dust present.

The finished cut product did not meet the customer requirements.

CS2

CK6

Carry out a range of primary and secondary butchery skills involving the use of steak and boning knives, hand saws, cleavers, banding needles and other relevant hand tools used in the process of primal cutting, boning, slicing, dicing, rolling, trimming and filleting as used in their employer's business.

Applies correct & precise cutting methods to be specified primal & secondary tasks using appropriate knives and saws ensuring minimal waste and maximum yield standard.

Ensure any meat trim is separated into categories and is suitable for processing.

Products are within pass with excellence tolerance.

Completes activity in allotted time and to incision requirements, free of bone dust with anatomical features & skeletal indicators met.

Cut surfaces clean, no evidence of incisions in muscle and bone dust removed.

Applies correct cutting methods to specified primal & secondary tasks using appropriate knives/ saws ensuring waste and yield is to standard.

Ensure any meat trim is separated and is suitable for processing.

Products are within pass tolerance.

Applies incorrect cutting methods to specified primal &/or secondary tasks that is below usual waste and yield standards.

Completes activity in allotted time and to incision requirements.

Cut surfaces less than clean, evidence of incisions in muscle, bone dust present Does not complete activity in allotted time and/ or to incision requirements.

RS3

Produce meat and/ or poultry products (as required) such as sausages/ pies made to the specifications of customers or for sale to the public

Produce a minimum of three meat & poultry products from the following range including joints, portions, cooked and hot products, sausages, burgers, pasties, curing, smoking, air drying & value added products.

Understands the product order in accordance with company specifications and immediately sets out a plan in a timely manner which doesn't need adjustment.

Completes the tasks within the time limit.

Applies correct and precise cutting methods to specified tasks using appropriate knives and equipment ensuring no waste. String/bands/netting used; sufficient for purpose; equally aligned, knots not visible.

Work area is sanitised and clean/ tidy with product made on time and to specification.

Completed within test time limit.

Ensured the work environment, tools and equipment were, safe, clean and tidy during the activities and at the end of the assessment.

Products are within pass with excellence tolerance

Understands the product order and allotted time- sets out a plan for completion, which requires some adjustment as the task proceeds in a timely manner.

Completes the tasks within the time limit.

Applies correct cutting methods to specific tasks using appropriate knives and equipment ensuring business minimum yield is not exceeded.

String/bands/netting used

Work area is clean/ tidy with product made on time and to specification.

Completed within test time

limit

appropriately.

Ensured the work environment, tools and equipment were, safe, clean and tidy at the end of the assessment. Products are within pass tolerance

Preparation of meat, ingredients and equipment is disorganized.

The product is not made on time or too required specification.

Work area is not cleaned and tidied.

CS4

Uses machinery (as permitted) & other relevant cutting equipment including the ability to sharpen knives.

Demonstrate a variety of techniques to steel/ sharpen knifes required for different tasks.

Able to explain why steeling and sharpening knifes is a critical process.

Demonstrate a minimum of one method of sharpening/steeling and explain an additional method of sharpening/steeling. Demonstrates the correct method for steeled/ sharpening knifes before use.

Demonstrate one method of sharpening/steeling.

Fails to sharpen knives before use.

CS5

Uses machinery (as permitted) & other relevant cutting equipment including the ability to sharpen knives.

Applies safe, competent and dexterous cutting techniques with clear hand/ eye coordination that result in precise incisions, with no waste.

Applies safe and competent cutting techniques with hand/ eye coordination that result in accurate incisions.

Hand/ eye co-ordination was inconsistent.

Applies manual handling methods correctly adopting the correct technique on all occasions to ensure meat is handled safely and hygienically with close attention to personal safety in the hazardous environment.

Applies manual handling methods correctly and ensures meat is handles safely and hygienically with close attention to personal safety in the hazardous environment.

Manual handling techniques not correctly applied.

CS7

Display the ability to work in a team (as applicable) and individually as required in a busy environment with pre-determined deadlines and productivity targets.

Demonstrate strong team work and personal contribution to the butchery environment.

Demonstrates an understanding of team work and personal contribution to the butchery environment.

Little or no appreciation for team work and personal contribution to the butchery environment.

Completes the task efficiently by exceeding pre- determined deadlines and yield target.

Completes test within test time limit.

Products are within pass with excellence tolerance.

Completes the tasks to the predetermined deadlines and yield targets.

Completes tasks within test time limit.

Products within pass tolerance.

Demonstrates poor timekeeping and little or no awareness of pre-determined yield targets.

Communicates clearly and constructively within a team to achieve required outcome.

Communicates within a team to achieve required outcomes.

Showcases little or no communication skills to achieve a required outcome.

BH1

Take appropriate personal operational responsibility for both health and food safety, apply safe working practices when using knives, hazardous tools and/or related equipment.

Showcases appropriate high degree of personal operational responsibility for both health and food safety throughout the task.

Applies correct and safe working practices when using knives, hazardous tools and/or related equipment in a consistent manner.

Showcases appropriate personal operational responsibility for both health and food safety.

Applies safe working practices when using knives, hazardous tools and/ or related equipment in a consistent manner.

Showcases a little or no personal operational responsibility for both health and food safety.

Applies little or no safe working practices when using knives, hazardous tools and/ or related equipment.



Grading Criteria & Marks

Grading criteria, used in the allocation of marks, as directed by the assessment plan can be found below.

Grade

Fail Criteria

Pass Criteria

Pass with Excellence Criteria

Marks

Fail to demonstrate all pass criteria

All pass criteria

All pass with excellence criteria

Vocational Competence Discussion (VCD)

The vocational competence discussion (VCD) will take 25 - 30 minutes, during which time the IE will have specific questions to ask the apprentice. The IE must ask 8 open/scenario based questions in total. The IE must preview the apprentice's log book in advance of the EPA day and develop 4 personalised questions relating to the evidence, requiring the apprentice to recall or exemplify on the evidence to demonstrate KSBs. The remaining 4 questions must be based on the apprentice's specialist option – retail or processing.

Time

25-30 minuets are allowed to complete the VCD

Number of questions

• 8 open/scenario based questions in total

Venue

• The VCD must be taken in a quiet area under FDQ's assessment conditions.



Assessment Specification

Standard reference	Standard	No of Qs
Log book	Personalised questions relating to the evidence of knowledge, skills and behaviours recorded in the log book	4
CS1	Prove full awareness and adherence to health and safety regulations and/or additional requirements that may apply to their employer's food business	
CS6	Adhere to the legislative regulations that apply in the food industry plus the organisational policies and standard operating procedures that apply within the employer's business	
CS7	Display the ability to work in a team and individually as required in a busy environment with pre-determined deadlines and productivity targets	
CS8	Maintain the quality environment; including product sampling, specification (including customer requirements), food safety compliance and traceability procedures in the meat supply chain	

Vocational Competence Discussion (VCD)



Standard reference	Standard	No of Qs
CS9	Support workforce development; sharing own knowledge and experience to in order to assist new recruits and/or inexperienced colleagues	4
CS10	Communicate effectively with customers, suppliers and colleagues displaying the excellent interpersonal skills required to perform the role to the required standard	
RS1	Communicate enthusiastically and with personality to customers offering excellent service	
RS2	Advise domestic and commercial customers on the preparation and cooking of red and white meat products	
RS5	Understand the counter sales environment, including cash administration, retail display, stock replenishment systems and online services	
вні	Take appropriate personal operational responsibility for both health and food safety, apply safe working practices when using knives, hazardous tools and/or related equipment	
BH2	Display a willingness to learn, solve problems & acquire new skills that will be applied in the working environment	
внз	Be punctual, reliable, diligent and respectful towards customers, peers and colleagues at all times	
вн4	Show attention to detail, carrying out duties in a diligent way and taking account of efficiencies and understanding how these support the profitability of the business	
BH5	Maintain the vision and ethos of the business, including performance levels whilst taking pride in work and fostering positive relationships with customers and colleagues	

Vocational Competence Discussion (VCD)





Grading criteria & Marks

The VCD is graded fail, pass and excellence. The VCD will be recorded and used to validate evidence and confirm the grade. The recording will only be used for moderation purposes and not shared with any other parties.

Standard - Skills

Pass with Excellence Criteria (Apprentices must demonstrate all of the criteria) Pass Criteria (Apprentices must demonstrate all of the criteria) Fail Criteria
(Apprentices will fail if they
demonstrate one or more of
the criteria)

Standard – Vocational Competence Discussion Statements Evidence of clear causal links in explanations. Uses concepts and theories confidently in explaining decisions taken and application to new situations.

Recall is accurate and shows reasonable breadth. Explanations are logical, show comprehension and free from misunderstanding. Recall incomplete, lacks breadth &/or accuracy. Unable to give complete explanations of concepts and theories. Explanations are simplistic, illogical connections, guessing.

CS1 & CS6 & BH1
Adhere to the
legislative
regulations that
apply in the food
industry plus the
organisational
policies and
standard operating
procedures

Evidence of clear technical recall and identification of regulations & policies. Recalled at least four standard operating procedures that apply in workplace.

Correct identification of legislative regulations, policies and named at least two standard operating procedures that apply in workplace.

Poor recall of legislative regulation and mandated policies and standard operating procedures

CS7

Work in a team and individually as required in a busy environment with pre\(\text{Metermined} \) deadlines and productivity targets

Detailed at least four benefits of team working and personal examples of contribution to business targets.

Displayed at least two answers expressing benefits of team working and offered example of personal contribution to targets.

Poor explanation of benefits of team working and no evidence of individual performance impact & targets. CS8 & RS2
Quality environment;
including product
sampling,
specification food
safety compliance
and traceability
procedures in the
meat supply chain

Evidence of clear understanding providing at least four quality environment answers covering sampling and food safety compliance and traceability procedures.

Provided at least two quality environment answers covering sampling and food safety compliance and traceability procedures.

Displayed weak understanding of the quality environment and no recall of food safety compliance and traceability in the meat supply chain.

CS9 CS10 & RS1
Workforce
development;
sharing knowledge
and experience to
colleagues
Communicate
effectively with
customers, suppliers
and colleagues

Supplied at least four examples of benefits of CPD and sharing knowledge with colleagues.

Provided at least four examples of effectively communicating with business suppliers/colleagues.

Correctly provided at least two benefits of CPD and importance of sharing knowledge with colleagues.

Provided at least 2 examples of effective business communication.

Weak understanding of personal development coupled with limited recall of advantages of knowledge sharing and effective communication.

BH2 Learn, solve problems & acquire new skills that will be applied in the working environment

Provided at least two correct examples to each of solving problems and new skills acquisition of new skills in work.

Supplied a correct answer to solving a problem and where new skills were applied in work.

Unable to recall a problem solving occasion or correct example when new skills were applied at work.

BH3
Punctual, reliable,
diligent and
respectful towards
customers and
colleagues

Provided at least four correct reasons why personal attributes and attitudes are important at work. Provided at least two correct reasons why personal attributes and /or attitudes are important at work.

Limited recall and evidence to show understanding on personal attributes and attitudes that are important at work.

BH4 & BH5
Attention to detail, efficiencies and understanding how these support the profitability of the business.
Vision and ethos of the business, fostering positive relationships with customers and

colleagues

Able to recall at least four correct and different key performance indicators that support profitability.

Provided at least four correct key important relationships that meat businesses must maintain for success. Correctly provided at least two different key performance indicators that support profitability.

Correctly provided at least two important relationships that meat businesses must maintain for success.

Incorrect recall of performance indictors within a butchery business.

Weak understanding and recall to key relationships that meat business must maintain for success.

RS5
Understand the counter sales environment, including cash admin, retail display, stock replenishment systems & on- line services

Demonstrated a thorough understanding for the counter sales environment providing at least five correct answers on cash, admin, display, stock control and / or systems from the retail business area.

Clear understanding of the counter sales environment accurately recalling at least three cash, admin, display, stock functions and/or systems from the retail business area.

Weak understanding of the counter sales environment, unable to recall basic admin retail, and stock functions and systems in the retail area.

GRADE BOUNDARIES

Marking the Vocational Competence Discussion Fail Fail to demonstrate all pass criteria Pass All pass criteria All pass with excellence criteria

4.0 The Final Grade

The apprentice's performance in the EPA will determine their apprenticeship grade: fail, pass or pass with excellence. The results from the 3 assessments must be combined by their IE to determine the grade, in line with the requirements below. The 3 assessment methods have an equal weighting however a premium is placed on the practical skills test in determining the pass with excellence grade.

Grade Boundaries:

Fail

The apprentice has failed one or more of the 3 assessments.

Pass

The apprentice has achieved a pass or pass with excellence in each of the 3 assessments.

Pass with excellence

The apprentice has achieved a pass with excellence in the practical skills assessment (PSA) and one or both of the other components (i.e. the MCT or VCD).



Please read below for any extra information regarding the EPA or the process after the EPA has taken place.

Certification

On successful completion of the EPA the newly qualified apprentice will receive their grade from FDQ in a statement of results document. The Education and Skills Funding Agency (ESFA) manage the operational delivery of certificates for apprenticeships. The ESFA issue the final certificate to the employer.

Advice, support and guidance contacts

• FDQ EPA Manager for issues concerning EPA registration, arrangement of EPAs, results and certification. Please email epa@fdq.org.uk.

Unsuccessful apprentices

If an apprentice does not pass the EPA, the employer and apprentice have the following options.

Either:

- Apply to resit/re-take the EPA tests or
- Make an appeal to FDQ if you disagree with the result, see www.FDQ.org website for FDQ's appeals policy.



Resits/Retakes

Apprentices who fail one or more assessment method will be offered the opportunity to take a re-sit/re-take. A re-sit does not require further learning, whereas a re-take does. Confirmation of additional training/preparation is needed when applying for a retake. The apprentice's employer will need to agree that a re-sit/re-take is an appropriate course of action. Any assessment method re-sit/re-take must be taken within the maximum EPA period of 12 weeks, otherwise the entire EPA must be re-taken.

Re-sits/re-takes are not offered to apprentices wishing to move from pass to merit/distinction or merit to distinction. Under normal circumstances only a pass or merit are available to apprentices who have re-taken or re-sat part of their EPA.

Apprentices will complete a different MCT, PSA where variation allows and VCD interview questions when taking a re-sit/re-take. If the PO is re-sat or re-taken, supplementary evidence originally submitted and assessed as a pass or outstanding, need not be reassessed and the original assessment decision on that evidence will be retained. The apprentice can however choose to submit new (replacement) supplementary evidence with the agreement of their Independent Examiner. In the case of a resit/retake outside of the original maximum EPA period, supplementary evidence must be current and will be assessed as part of the new Practical Observation. An additional fee is due each time an apprentice applies to re-sit or re-take any or all of the EPA tests, so it is important that the apprentice is fully prepared before they try again.

Appeals and Complaints

FDQ is committed to providing the highest levels of service to its customers, including centres and apprentices.

- Complaints Policy
- Appeals Policy

Conclusion of EPA

We hope this handbook has been helpful and has given you an insight into the requirements for the Butcher Standard and the Endpoint Assessment. If you have any further questions/queries, please contact FDQ where one of our experts will be able to help.

Email: epa@fdq.org.uk Tel: 0113 3970 395

6.0 Glossary

Points of clarification

Terminology

Following terms all refer to the same cut

Bedpiece, Thick Flank, Top Rump, Knuckle, Short rib, thin rands, oven buster, Belly, draft, Silverside, outlift, Topside, inlift, Fillet, undercut, Best end, rack

Following terms both refer to a castrated male bovine

Bullock, steer

Following terms both refer to the same bone

Scapula, blade

Following terms
both refer to an
entire male ovine

Tup, ram

Following terms have the same meaning

LMC, Thick Rands, Mesenteric fat, caul fat, Bark, fel

