

# Butcher (Process) Guide to EPA



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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	Change
12/02/2024	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](http://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 EPA there is always an option to resit/retake. Please read page 39 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	Time allowed	Questions	Graded
1	Multiple-choice Test	90 minutes	60 multiple choice questions	fail, pass or pass with excellence
2	Practical Skills Assessment	75 minutes	5 activities	fail, pass or pass with excellence
3	Vocational Competence Discussion	25 - 30 minutes	8 open/scenario based questions	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	MCT
Practical Skills Assessment	PSA
Vocational Competence Discussion	VCD

# WHAT KNOWLEDGE IS ASSESSED THROUGH EACH COMPONENT?

Standard Reference	Knowledge to be assessed	MCT	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 carcass 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	•	•	



# WHAT KNOWLEDGE IS ASSESSED THROUGH EACH COMPONENT?

Standard reference	Knowledge to be assessed	MCT	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	•		
CK9	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	•		
<b>Skills to be assessed</b>				
CS1	Prove full awareness and adherence to health and safety regulations and/ or additional requirements that may apply to their employer's food business		•	•

# WHAT KNOWLEDGE IS ASSESSED THROUGH EACH COMPONENT?

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 carcasses 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)				

# WHAT KNOWLEDGE IS ASSESSED THROUGH EACH COMPONENT?

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				
<b>Behaviours to be assessed</b>					
BH1	Take appropriate personal operational responsibility for both health and food • • FDQ Level 2 EPA for Butcher (Process) ST0078 AP06 610/0406/6 ETP Handbook v12 25.04.2023 Page 12 of 67 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				
BH3	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				



# WHAT KNOWLEDGE IS ASSESSED THROUGH EACH COMPONENT?

## Specialist Processing Knowledge, Skills and Behaviours

PS1

Produce meat to the specific volume, size & weight to meet the needs of national/ local consumers and customers in a timely and accurate fashion

•

PS2

Know and understand the need for traceability in the procurement and supply of meat

•

•

PS3

Know and understand their role in the audit and inspection process

•

PS4

Estimate saleable yield and predictive costing methods as required for customers

•

•

## 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

### 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

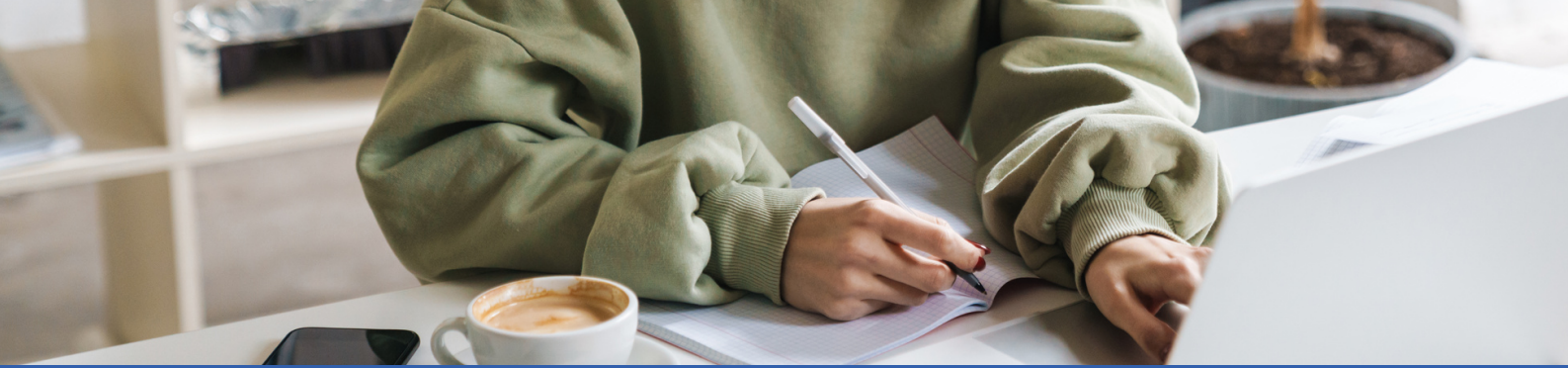


### Sample Questions

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	Knowledge to be assessed	Version	Range	No of MCQs
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	<p><b>Values and culture</b> To include: customer service standards; environmental issues; changes from traditional family butchers to modern day global industry; cultural influences within the meat sector</p>	2
		1.2	<p><b>Traditions, membership bodies &amp; professional institutions</b> To include: famous markets; types of premises used for butchery; Guilds; Institutes; Trade bodies.</p>	
CK2	State the principles of butchery.	2.1	<p><b>Selection and Procurement</b> 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</p>	4



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

		4.4	<p><b>Key legislative and enforcement agencies that regulate retail and or process environments</b> To include: overview of the main Food Safety, Safety and Trading enforcement agencies and legislation.</p>	
CK5	State the principles of meat and poultry species.	5.1	<p><b>Principles of beef</b> To include: carcass 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</p>	12
		5.2	<p><b>Principles of lamb and mutton</b> To include: carcass 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</p>	
		5.3	<p><b>Principles of pork</b> To include: carcass 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</p>	
		5.4	<p><b>Principles of poultry and game birds</b> To include: grading of carcass and portions; evisceration of carcass; uses of offal and by-products; names and types of cuts; methods of cutting and boning joints and muscles.</p>	

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



		8.4	<p><b>How to meet the expectation of customers and/or contractors</b></p> <p>To include: types of customer/ contractor requirements and ways to meet requirements.</p>	
CK9	Describe and comply with health and food safety.	9.1	<p><b>Hygiene in personal terms</b></p> <p>To include: own responsibilities for and importance of good personal hygiene in a food business.</p>	2
		9.2	<p><b>Food safety in the wider food sales/production environment</b></p> <p>To include: PPE and reporting food safety hazards; cross contamination including allergen handling</p>	
CK10	State methods for packing meat and poultry products for retail sale.	10.1	<p><b>Weighing products</b></p> <p>To include: weighing regulations, UK weight units of measure; types of equipment.</p>	
		10.2	<p><b>Controlling temperature</b></p> <p>To include: legal temperatures for fresh and frozen meats and poultry; reasons for controlling and recording of current maximum legal temperatures</p>	
		10.3	<p><b>Wrapping</b></p> <p>To include: types of wrapping used for meat the importance of correct wrapping.</p>	
		10.4	<p><b>Sealing and packing</b></p> <p>To include: the importance of correct sealing; types of packaging</p>	
		10.5	<p><b>Labelling</b></p> <p>To include: UK legal requirements for food labelling, including allergens; legislative requirements and the importance of stock control labels.</p>	

CK11	State how to comply with employment rights and responsibilities, equality, team working practices and the importance of continuous personal development.	11.1 11.2 11.3 11.4	<p><b>Rights and responsibilities</b> To include working hours and breaks; responsibility for good relationships at work.</p> <p><b>Equality</b> To include: overview of responsibilities in current equality law.</p> <p><b>Team working practices</b> To include: the aims and imp</p> <p><b>Continuous personal development (CPD)</b> To include: the importance of CPD for apprentice butchers; types of skills and knowledge employers require.</p>	4
PS1	State how to produce meat to the specific volume, size and weight to meet the needs of national/ local consumers and customers in a timely and accurate fashion.	12.1	<p><b>Meeting needs of national/local consumers</b> To include: following processes and procedures; use of specifications; importance of stock taking; accurate record keeping.</p>	2
PS2	Describe the need for traceability in the procurement and supply of meat.	13.1	<p><b>Traceability</b> To include: the importance of traceability in procurement and sales; accreditation schemes; legislative requirements; staff responsibilities for traceability.</p>	3
PS3	State their role in the audit and inspection process.	14.1	<p><b>Audit and inspection process</b> To include: different staff roles and responsibilities for audits and inspections; types of audit and inspection; records and documents required.</p>	3
PS4	State how to estimate saleable yield and predictive costing methods required for customers.	15.1	<p><b>Saleable yield and predictive costing methods</b> To include: a definition of saleable yield; methods and calculations used when working out costings for customers; responsibilities for explaining calculations to customers</p>	5
<b>TOTAL</b>				<b>60</b>

## 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 Beef
- Option 2 Pork
- Option 3 Lamb.

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. The apprentice will be assessed on tidying, cleaning and maintaining the work environment both during the activities and at the end of their test. They must complete the other activities in the following order:

- awareness of safety and regulatory practices
- primary and secondary butchery skills
- ability to produce meat or poultry products to specification
- use of machinery and cutting equipment including sharpening knives
- hand eye co-ordination and physical agility through the butchery process
- ability to adhere to legislative regulations that apply in the industry
- ability to produce meat to a specific volume, size and weight.

### 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, Equipment & 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:

- 1 Knives (steak knife, steel or draw through knife sharpener, boning knife, saw, banding needle)
- 2 String, elasticated meat trussing bands or netting
- 3 Trays for counter display
- 4 Liberator
- 5 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 following activities will be assessed in your practical test. The apprentice will be assessed on PPE, tidying, cleaning and maintaining your work environment both during the activities and at the end of your test. The apprentice must complete the other activities in the following order:

- primal cutting
- secondary cutting
- retail portioning
- product display

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

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:

- A lamb carcass
- A side of pork
- A beef forequarter or hindquarter

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 Process Practical Observation Assessment 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 carcass or section of a carcass 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: Pork Process

### 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 Carcase Assessment  
Primal cutting

Check briefly that the carcase meets food safety and quality specification requirements. Use the correct equipment to carry out primal cutting of the pork side to the required specification:

- remove the forequarter (fore) by cutting and sawing between the 5th and 6th ribs (or as per company specification) and associated vertebrae.
- remove the leg and chump – by cutting and sawing between the first and second lumbar vertebrae.
- separate the loin from the belly with a longitudinal cut, sawing through the ribs and cutting through the meat tissues.

### Activity 3

Secondary Cutting

The independent butchery examiner will choose ONE of these examples on the day of the End-point Assessment. Therefore, apprentices should be competent in all areas in readiness for EPA.

#### Example 1 Leg

- Remove the trotter from the leg (by sawing across the joint by the Achilles tendon or cutting through the joint)
  - Remove the top chump bone (sacrum)
  - Remove the (oyster) muscle from aitch bone
  - Remove the aitch bone (ischium) and attached chump bone (ilium)
  - Remove the shank/hock on the bone by cutting through the knee (stifle) joint.
  - Remove the topside muscle by the natural seam
  - Remove the femur bone
  - Remove all or part of the thick flank muscle (as per company specification).
  - Produce a boneless rolled/strung/banded/netted and scored joint from the remainder of the leg.
  - From the whole rolled joint cut a 1kg joint
- \* + or – 150g to achieve a pass grade.  
\* + or – 100g at the 1st attempt to achieve a pass with excellence grade

#### Example 2 Forequarter

- Remove the trotter by cutting through the wrist joint, with or without the aid of a saw.
  - Remove the shank by cutting through the elbow joint, with or without the aid of a saw.
  - Remove the rib cage, breast bone (sternum) and associated vertebrae.
  - Separate the handside from the bladeside with a longitudinal cut through the joint between the humerus and scapula bones, with or without the aid of a saw.
  - Remove the blade bone (scapula) from the bladeside and produce a boneless rolled/strung/banded/netted and scored joint.
  - From the whole rolled joint cut a 1 kg joint
- \* + or – 150g to achieve a pass grade.  
\* + or – 100g at the 1st attempt to achieve a pass with excellence grade
- Remove the humerus bone from the handside.

**Example 3**  
**Loin and Belly Loin**

- Remove the kidney (if present)
  - Remove the tenderloin/fillet muscle
  - Debone the loin by sheet boning the ribs and removing all the associated and lumbar vertebrae from the loin.
  - Remove the vertebrae from the ribs to produce Baby Back Ribs.
  - Produce a boneless rolled/strung/banded/netted and scored joint from the loin.
  - From the whole rolled joint cut a 1 kg joint
  - \* + or – 150g to achieve a pass grade.
  - \* + or – 100g at the 1st attempt to achieve a pass with excellence grade
- Belly**
- Remove the flare/leaf fat (if present).
  - Sheet bone the Chinese ribs.
  - Trim the boneless belly as per company specification

**Example 1 (from the leg)**  
**Produce**

- 250g of consistently sized 2cm cubes from the thick flank or topside.
- AND
- 250g of stir-fry strips, 80mm x 10mm x 5mm (100% visual lean)

**Example 2 (from the forequarter)**

1. Remove the strings from the remainder of the blade joint
  2. Separate the collar muscle from the underlying muscles by the natural seam
- Produce from the loin end of the collar muscle:
- 4 x 190g boneless/rindless shoulder steaks
  - \* + or – 60g each for a pass grade
  - \* + or – 30g each at the 1st attempt for a pass with excellence grade
- AND
- Produce from the shank side:
- 250g of consistently sized 2cm cubes from the shoulder muscle

**Example 3 (from the loin and belly)**  
**Produce from the leg/chump end of the loin:**

- 4 x 190g boneless/rindless loin steaks
- \* + or – 60g each for a pass grade
- \* + or – 30g each at the 1st attempt for a pass with excellence grade
- Produce from the belly joint:
- 4 consistently sized 2cm thick belly slices.

**Present your cuts of meat on your display trays. The presentation should be suitable for a retail display and be within a maximum area of 66cm x 55cm.**

- Meat is trimmed to an acceptable level (rind removed), fully acceptable for further use
- Usable meat trim should be put into a tray and placed on the work surface
- Soft waste and bones should be separated, put into a tray and placed on the work surface.
- 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 or labelling of the meat cuts/products is not required.

**Activity 4**  
**Portioning**

The independent butchery examiner will choose ONE of these examples on the day of the End-point Assessment. Therefore, apprentices should be competent in all areas in readiness for EPA.

**Activity 5**  
**Product Presentation**

## Apprentice instructions: Beef Processing

### Activity 1

PPE, cleaning, tidying and maintaining the work environment  
Visual carcass assessment

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

Check briefly that the carcass/primal cuts meet food safety and quality specification requirements.

Apprentices will be asked to prepare one of the following primal cuts from the three examples in the essential skills list and prepare one of the examples from the additional skills list. The task will be allocated by the IE on the EPA day.

### Essential Skills

#### Example 1

##### Brisket, rib cage & neck (liberator boned)

- remove the appropriate muscles from the rib cage, sternum and cervical vertebrae
- trim to company specification (Minimum 85vl)
- ensure any meat trim produced is suitable for processing and is a minimum of 75visual lean

Fat trim, meat trim and other trimmings (glands, gristle, bone/cartilage etc) should be kept separate and placed neatly on the work surface

#### Example 2

##### Clod & Shin (liberator boned)

- remove the appropriate muscles from the humerus, radius & ulna
- trim to local specification (Minimum 85vl)
- ensure any meat trim produced is suitable for processing and is a minimum of 75visual lean
- Fat trim, meat trim and other trimmings (glands, gristle, bone/cartilage etc) should be kept separate and placed neatly on the work surface

#### Example 3

##### Flank (table boned)

- remove the ribs and associated cartilage
- trim to company specification (Minimum 85vl)
- ensure any meat trim produced is suitable for processing and is a minimum of 75visual lean.
- Fat trim, meat trim and other trimmings (glands, gristle, bone/cartilage etc) should be kept separate and placed neatly on the work surface

### Additional Skills

One of the following two examples. Allocated on the EPA day.

#### Example 1

##### Top piece (liberator boned)

- Remove the appropriate muscles from the tibia and fibula, femur, patella, ischium, ilium and sacrum
- Ensure the topside (inside), silverside (outside) and top rump (knuckle) are separated following the natural seams and to company specification • transfer to trimming table
- trim each primal to local specification
- ensure any meat trim produced is suitable for processing and is a minimum of 75visual 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 2 Primal cutting

The independent butchery examiner will choose ONE of these examples on the day of the End-point Assessment. Therefore, apprentices should be competent in all areas in readiness for EPA.



## Activity 2 Primal cutting

The independent butchery examiner will choose ONE of these examples on the day of the End-point Assessment. Therefore, apprentices should be competent in all areas in readiness for EPA.

### Example 2

#### Loin & Rib (table boned)

- Use the correct equipment to carry out primal cutting of the loin & rib to the company specification
- remove the fillet muscle (if present)
- remove the ribs, associated thoracic vertebrae and the lumbar vertebrae (back/chine bones) from the sirloin & rib
- remove the rib joint (following local specification)
- trim each primal to the company specification
- ensure any meat trim produced is suitable for processing and is a minimum of 75% 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 Roll/Log Joints

### EXAMPLE 1

One of the following will be prepared:

#### Topside, silverside or brisket. Allocated on the EPA day.

- produce a rolled/logged joint from one of the above tied securely with string or elasticated meat trussing bands
- a second 1 kg (or specification agreed locally, joint, cut from this rolled and strung joint
- + or – 150g to achieve a pass grade
- \* + or – 100g at the 1st attempt to achieve a pass with excellence grade
- ensure any meat trim produced is suitable for processing and is a minimum of 75% 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 4 Portioning

### EXAMPLE 1

Produce two of the following portioned products:

Allocated on the EPA day.

Specification as below or to the company specification determined at the pre EPA visit.

- 500g of consistently sized 2cm beef cubes (+ or – 15g in total) Minimum 95% visual lean.
- 500g of consistently sized 2cm thick shin slices (+ or – 15g in total) Minimum 95% visual lean.
- 500g of consistently sized 2cm thick braising or steak slices (+ or – 15g in total) Minimum 95% visual lean.

## Activity 5 Product presentation

Present all of your carcass cuts of on your presentation table.

- 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 are 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	Prove full awareness and adherence to health and safety regulations and/or additional requirements that may apply to their employer's food business.		
CK9	Health and safety including hygiene both in personal terms and as part of the wider food sales/production environment.		
CS8	Maintain the quality environment including product sampling specification (including customer requirements) food safety compliance and traceability procedures in the meat supply chain.		
<p>Personal Protective Equipment worn/used correctly.</p> <p>Maintains a safe, clean and hygienic work-station that is routinely sanitised during the completion of the task.</p> <p>Ensured the work environment, tools and equipment were, safe, clean and tidy maintained during the activities and at the end of the assessment</p>	<p>Personal Protective Equipment worn/used correctly.</p> <p>Maintains a safe, clean and hygienic work-station for the duration of the task.</p> <p>Ensured the work environment, tools and equipment were, safe, clean and tidy at the end of the assessment.</p>	<p>Personal Protective Equipment not used correctly.</p> <p>Work-station cleanliness and hygiene practices are below standard.</p>	
<p>Work completed in a way that ensures safety of self and others and exceeds the minimum safety regulations and employer requirements.</p>	<p>Work completed in a way that ensures safety of self and others and adheres to minimum safety regulations and employer requirements.</p>	<p>Failed to meet the minimum standards for health and safety regulations and/or employer requirements.</p>	

Demonstrates full awareness and adherence to health and safety and is able to explain implications for non-compliance 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 carcass weight traceability, specification and classification
- Explained the health mark
- Described two factors affecting classification of species,
- Effect of fat level and confirmation
- Stated required carcass temperature
- Stated two carcass faults.

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

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

Failed to conduct an adequate pre-carcass 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.

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, free of bone dust with anatomical features & skeletal indicators met.

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

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.

CS3

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

PS1

Produce meat to the specific volume, size & weight to meet the needs of national/ local consumers and customers in a timely and accurate fashion

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

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

Completes the tasks within the 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.

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

Completes the tasks within the time limit.

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 to required specification.

Work area is not cleaned and tidied.

CS4

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

Uses knives and/or equipment correctly with precision ensuring incisions are clean and efficient.

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

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

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

Demonstrate a minimum of one method of sharpening/steeling and explain an additional method of sharpening/steeling.

Uses knives and cutting equipment correctly to undertake tasks.

Cut surfaces less than clean, evidence of incisions in muscle, bone dust present.

Demonstrates the correct method for steeled/ sharpening knives before use.

Demonstrate one method of sharpening/steeling.

Fails to use knives, tools and/ or equipment correctly.

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 handled 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 pre-determined 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.

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

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

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

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

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	Marks
Fail Criteria	Fail to demonstrate all pass criteria
Pass Criteria	All pass criteria
Pass with Excellence 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 minutes 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	
PS2	Know and understand the need for traceability in the procurement and supply of meat	
PS4	Estimate saleable yield and predictive costing methods as required for customers	
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	
BH2	Display a willingness to learn, solve problems & acquire new skills that will be applied in the working environment	
BH3	Be punctual, reliable, diligent and respectful towards customers, peers and colleagues at all times	
BH4	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 & BHI 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 predetermined 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.

<p>CS8 &amp; PS2 Quality environment; including product sampling, specification food safety compliance and traceability procedures in the meat supply chain</p>	<p>Evidence of clear understanding providing at least four quality environment answers covering sampling and food safety compliance and traceability procedures.</p>	<p>Provided at least two quality environment answers covering sampling and food safety compliance and traceability procedures.</p>	<p>Displayed weak understanding of the quality environment and no recall of food safety compliance and traceability in the meat supply chain.</p>
<p>CS9 Workforce development; sharing knowledge and experience to colleagues</p>	<p>Supplied at least four examples of benefits of CPD and sharing knowledge with colleagues.</p>	<p>Correctly provided at least two benefits of CPD and importance of sharing knowledge with colleagues.</p>	<p>Weak understanding of personal development coupled with limited recall of advantages of knowledge sharing and effective communication.</p>
<p>CS10 Communicate effectively with customers, suppliers and colleagues</p>	<p>Provided at least four examples of effectively communicating with business suppliers/colleagues.</p>	<p>Provided at least 2 examples of effective business communication.</p>	<p>Weak understanding of personal development coupled with limited recall of advantages of knowledge sharing and effective communication.</p>
<p>BH2 Learn, solve problems &amp; acquire new skills that will be applied in the working environment</p>	<p>Provided at least two correct examples to each of solving problems and new skills acquisition of new skills in work.</p>	<p>Supplied a correct answer to solving a problem and where new skills were applied in work.</p>	<p>Unable to recall a problem solving occasion or correct example when new skills were applied at work.</p>
<p>BH3 Punctual, reliable, diligent and respectful towards customers and colleagues</p>	<p>Provided at least four correct reasons why personal attributes and attitudes are important at work.</p>	<p>Provided at least two correct reasons why personal attributes and /or attitudes are important at work.</p>	<p>Limited recall and evidence to show understanding on personal attributes and attitudes that are important at work.</p>
<p>BH4 &amp; PS4 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</p>	<p>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.</p>	<p>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.</p>	<p>Incorrect recall of performance indicators within a butchery business.  Weak understanding and recall to key relationships that meat business must maintain for success.</p>



## GRADE BOUNDARIES

### Marking the Vocational Competence Discussion

Fail

Fail to demonstrate all pass criteria

Pass

All pass criteria

Pass with Excellence

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).

# Extra Information



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](mailto: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](http://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 re-take. 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 End-point 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](mailto:epa@fdq.org.uk)  
Tel: 0113 3970 395

## 6.0 Glossary

Points of clarification	Terminology
<b>Following terms all refer to the same cut</b>	Bedpiece, Thick Flank, Top Rump, Knuckle, Short rib, thin rands, oven buster, Belly, draft, Silverside, outlift, Topside, inlift, Fillet, undercut, Best end, rack
<b>Following terms both refer to a castrated male bovine</b>	Bullock, steer
<b>Following terms both refer to the same bone</b>	Scapula, blade
<b>Following terms both refer to an entire male ovine</b>	Tup, ram
<b>Following terms have the same meaning</b>	LMC, Thick Rands, Mesenteric fat, caul fat, Bark, fel



