



*MEAT  
TRAINING  
COUNCIL*

**NVQ LEVEL 4**

# **MEAT PROCESSING MANAGEMENT** **(TECHNICAL AND PRODUCTION)** **NVQ LEVEL 4**

## **INTRODUCTION**

The meat and poultry sector of the food business is striving to meet ever rising standards of hygiene, safety, production quality and customer service. Inevitably, such factors are resulting in demands for higher levels of general management competence, especially in technical and production areas. The Meat Training Council Awarding Body believes that its new standards at Level 4 (the first it has awarded itself at this level) will meet such demands.

## **WHY THE STANDARDS HAVE BEEN DEVELOPED**

The National Vocational Qualification in Meat Processing Management (Technical and Production) at Level 4 is designed to cover meat and poultry sector competence which meets:

*"A broad range of complex, technical and professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibilities for the work of others and the allocation of resources is often present".*

All occupations at this level related to meat processing technical and production functions (abattoir through to retail) are covered by the Level 4 standards.

The qualification sets middle and senior managers and technical staff a national standard defined in consultation with sector employers. At the same time, the qualification is flexible enough to provide assessment of opportunities in specific company procedures in technical, production and quality assurance functions. To an extent, it will also provide a foundation in more generic management competencies for appropriate candidates. The award will also provide a basis for successful candidates to transfer or progress into other areas of the food business.

For colleges, training centres and food research establishments, the standards themselves provide a framework within which to relate ad hoc training courses and one-off training events.

## **SELECTION OF UNITS**

To achieve the full NVQ at Level 4, candidates must achieve a total of eight units. These units must be selected as follows:

Group A	Mandatory units (all three)
Group B	Optional units group one (four) (a mix of seven meat processing and general management units)
Group C	Optional units group two (one) (a group of five management and distribution units)

Candidates for the NVQ have a wide choice of units. The choice of optional units should be made the light of the nature of the job being done and the balance of development need - technical/production or more general management.

Candidates may, of course, be registered for assessment of individual or groups of units short of the full NVQ. Units additional to the eight required for the NVQ may also be taken.

## **NVQ Level 4 Meat Processing Management (Technical and Production)**

**MANDATORY UNITS:** A candidate must achieve all three mandatory units if they are to attain the Level 4 qualification.

**UNIT 1            MANAGE COMPLIANCE WITH HEALTH, SAFETY AND ENVIRONMENTAL SYSTEMS AND LEGISLATION**

- 1.1    Contribute to the development and management of health, safety and environmental monitoring systems.
- 1.2    Contribute to the implementation of health, safety and environmental monitoring systems.

**UNIT 2            MAINTAIN FOOD SAFETY SYSTEMS AND ENSURE COMPLIANCE WITH LEGISLATION**

- 2.1    Monitor compliance with food safety systems and legislation.
- 2.2    Maintain compliance with food safety systems and legislation.
- 2.3    Recommend improvements to food safety systems.

**UNIT 3            INTERPRET AND COMMUNICATE INFORMATION AND DATA**

- 3.1    Identify and interpret information and data.
- 3.2    Communicate information and data.

### **OPTIONAL UNITS GROUP ONE:**

In addition to the mandatory units, candidates must achieve four optional units drawn from Group One (units 4 to 10 inc.) if they are to achieve the Level 4 qualification.

**UNIT 4            MANAGE MEAT PROCESSES AND OPERATIONS**

- 4.1    Organise activities to meet requirements
- 4.2    Maintain conditions for productive work
- 4.3    Maintain operations to meet requirements

**UNIT 5            ASSESS PRODUCTION REQUIREMENTS AND CALCULATE MANUFACTURING COSTS**

- 5.1    Establish method of working
- 5.2    Assess resource requirements and availability
- 5.3    Calculate manufacturing costs.

**UNIT 6            DEVELOP A MEAT BASED PRODUCT**

- 6.1    Develop a programme for product trials
- 6.2    Implement product trials
- 6.3    Develop a draft specification

**UNIT 7            DEVELOP A MEAT MANUFACTURING PROCESS**

- 7.1    Develop a programme for process trials
- 7.2    Implement process trials
- 7.3    Develop and agree final specifications

**UNIT 8      MANAGE THE PERFORMANCE OF TEAMS AND INDIVIDUALS** (MCI UNIT C13)

- 8.1 Allocate work to teams and individuals
- 8.2 Agree objectives and work plans with teams
- 8.3 Assess the performance of teams and individuals
- 8.4 Provide feedback to teams and individuals

**UNIT 9      DEVELOP PRODUCTIVE WORKING RELATIONSHIPS** (MCI UNIT C5)

- 9.1 Develop the trust and support of colleagues and team members
- 9.2 Develop the trust and support of your manager
- 9.3 Minimise interpersonal conflict

**UNIT 10     MANAGE THE USE OF FINANCIAL RESOURCES** (MCI UNIT B3)

- 10.1 Make recommendations for expenditure
- 10.2 Control expenditure against budgets

**OPTIONAL UNITS GROUP TWO:**

In addition to the mandatory and optional units (Group One), candidates must achieve one optional unit drawn from Group Two (Units 11 to 15 inc.) if they are to achieve the Level 4 qualification.

**UNIT 11     CONTRIBUTE TO SECURITY PLANNING AND IMPLEMENTATION**

- 11.1 Evaluate security risks and prepare contingency plans
- 11.2 Monitor and maintain the security of the workplace

**UNIT 12     CONTRIBUTE TO IMPROVEMENTS AT WORK** (MCI UNIT A4)

- 12.1 Improve work activities
- 12.2 Recommend improvements to organisational plans

**UNIT 13     CARRY OUT QUALITY AUDITS** (MCI UNIT C10)

- 13.1 Audit compliance with quality systems
- 13.2 Follow up quality audits

**UNIT 14     DEVELOP TEAM AND INDIVIDUALS TO ENHANCE PERFORMANCE**  
(MCI UNIT C10)

- 14.1 Identify the development needs of teams and individuals
- 14.2 Plan the development of teams and individuals
- 14.3 Develop teams to improve performance
- 14.4 Support individual learning and development
- 14.5 Assess the development of teams and individuals
- 14.6 Improve the development of teams and individuals