

COMPETENCY STANDARDS



MEAT FABRICATION (SWINE) LEVEL II

**PROCESSED FOOD AND BEVERAGES
SECTOR**

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
TESDA Complex East Service Road, South Luzon Expressway (SLEX), Taguig City

TABLE OF CONTENTS

PROCESSED FOOD AND BEVERAGES SECTOR MEAT FABRICATION (SWINE) LEVEL II

	Page/s	
Section 1	DEFINITION OF COMPETENCY STANDARDS	1
Section 2	COMPETENCY STANDARDS	2 - 75
	• Basic Competencies	2-32
	• Common Competencies	33-53
	• Core Competencies	54-75
	GLOSSARY OF TERMS	76-77
	ACKNOWLEDGEMENTS	78-79

COMPETENCY STANDARDS FOR MEAT FABRICATION (SWINE) LEVEL II

SECTION 1 DEFINITION

The **MEAT FABRICATION (SWINE) LEVEL II** consists of competencies that a person must achieve to cut swine meat. It consists of handling and sharpening knives, breaking the carcass, deboning the primal cuts, fabricating into retail cuts, and packaging the retail cut products.

The units of competency comprising this qualification include the following:

Unit Code	BASIC COMPETENCIES
400311210	Participate in workplace communication
400311211	Work in team environment
400311212	Solve/address general workplace problems
400311213	Develop career and life decisions
400311214	Contribute to workplace innovation
400311215	Present relevant information
400311216	Practice occupational safety and health policies and procedures
400311217	Exercise efficient and effective sustainable practices in the workplace
400311218	Practice entrepreneurial skills in the workplace

Unit Code	COMMON COMPETENCIES
PFB751210	Apply food safety and sanitation
PFB751211	Use standard measuring devices/instruments
PFB741213	Perform mathematical computations
PFB741214	Implement good manufacturing practice procedure
PFB741215	Implement environmental policies and procedures

Unit Code	CORE COMPETENCIES
AB-1380700000-PFB751301	Handle and sharpen knives
AB-1380700000-PFB751302	Break the Carcass
AB-1380700000-PFB751303	Debone the primal cuts
AB-1380700000-PFB751304	Fabricate into retail cuts
AB-1380700000-PFB751305	Package the retail cut product

A person who has achieved this qualification is competent to be:

- Meat cutter

SECTION 2 COMPETENCY STANDARD

This section gives the details of the contents of the units of competency required in **MEAT FABRICATION (SWINE) LEVEL II**.

BASIC COMPETENCIES

UNIT OF COMPETENCY : PARTICIPATE IN WORKPLACE COMMUNICATION

UNIT CODE : 400311210

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to gather, interpret and convey information in response to workplace requirements.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Obtain and convey workplace information	1.1 Specific and relevant information is accessed from appropriate sources 1.2 Effective questioning, active listening and speaking skills are used to gather and convey information. 1.3 Appropriate medium is used to transfer information and ideas. 1.4 Appropriate non-verbal communication is used 1.5 Appropriate lines of communication with supervisors and colleagues are identified and followed 1.6 Defined workplace procedures for the location and storage of information are used 1.7 Personal interaction is carried out clearly and concisely	1.1 Effective verbal and nonverbal communication 1.2 Different modes of communication 1.3 Medium of communication in the workplace 1.4 Organizational policies 1.5 Communication procedures and systems 1.6 Lines of Communication 1.7 Technology relevant to the enterprise and the individual's work responsibilities 1.8 Workplace etiquette	1.1 Effective verbal and nonverbal communication 1.2 Different modes of communication 1.3 Medium of communication in the workplace 1.4 Organizational policies 1.5 Communication procedures and systems 1.6 Lines of Communication 1.7 Technology relevant to the enterprise and the individual's workplace responsibilities etiquette
2. Perform duties following workplace instructions	2.1 Written notices and instructions are read and interpreted in accordance with organizational guidelines 2.2 Routine written	2.1 Effective verbal and non-verbal communication 2.2 Different modes of communication	2.1 Following simple spoken instructions 2.2 Performing routine workplace duties following

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>instruction are followed based on established procedures</p> <p>2.3 Feedback is given to workplace supervisor based instructions/ information received</p> <p>2.4 Workplace interactions are conducted in a courteous manner</p> <p>2.5 Where necessary, clarifications about routine workplace procedures and matters concerning conditions of employment are sought and asked from appropriate sources</p> <p>2.6 Meetings outcomes are interpreted and implemented</p>	<p>2.3 Medium of communication in the workplace</p> <p>2.4 Organizational/ Workplace policies</p> <p>2.5 Communication procedures and systems</p> <p>2.6 Lines of communication</p> <p>2.7 Technology relevant to the enterprise and the individual's work responsibilities</p> <p>2.8 Effective questioning techniques (clarifying and probing)</p> <p>2.9 Workplace etiquette</p>	<p>simple written notices</p> <p>2.3 Participating in workplace meetings and discussions</p> <p>2.4 Completing work-related documents</p> <p>2.5 Estimating, calculating and recording routine workplace measures</p> <p>2.6 Relating/ Responding to people of various levels in the workplace</p> <p>2.7 Gathering and providing information in response to workplace requirements</p> <p>2.8 Basic questioning/ querying</p> <p>2.9 Skills in reading for information</p> <p>2.10 Skills in locating</p>
3. Complete relevant work-related documents	<p>3.1 Range of forms relating to conditions of employment are completed accurately and legibly</p> <p>3.2 Workplace data is recorded on standard workplace forms and documents</p> <p>3.3 Errors in recording information on forms/ documents are identified and acted upon</p> <p>3.3 Reporting requirements to supervisor are completed according to organizational guidelines</p>	<p>3.1 Effective verbal and non-verbal communication</p> <p>3.2 Different modes of communication</p> <p>3.3 Workplace forms and documents</p> <p>3.4 Organizational/ Workplace policies</p> <p>3.5 Communication procedures and systems</p> <p>3.6 Technology relevant to the enterprise and the individual's work responsibilities</p>	<p>3.1 Completing work-related documents</p> <p>3.2 Applying operations of addition, subtraction, division and multiplication</p> <p>3.3 Gathering and providing information in response to workplace requirements</p> <p>3.4 Effective record keeping skills</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Appropriate sources	May include: 1.1 Team members 1.2 Supervisor/Department Head 1.3 Suppliers 1.4 Trade personnel 1.5 Local government 1.6 Industry bodies
2. Medium	May include: 2.1 Memorandum 2.2 Circular 2.3 Notice 2.4 Information dissemination 2.5 Follow-up or verbal instructions 2.6 Face-to-face communication 2.7 Electronic media (disk files, cyberspace)
3. Storage	May include: 3.1 Manual filing system 3.2 Computer-based filing system
4. Workplace interactions	May include: 4.1 Face-to-face 4.2 Telephone 4.3 Electronic and two-way radio 4.4 Written including electronic means, memos, instruction and forms 4.5 Non-verbal including gestures, signals, signs and diagrams
5. Forms	May include: 5.1. HR/Personnel forms, telephone message forms, safety reports

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Prepared written communication following standard format of the organization 1.2 Accessed information using workplace communication equipment/systems 1.3 Made use of relevant terms as an aid to transfer information effectively 1.4 Conveyed information effectively adopting formal or informal communication
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1. Fax machine 2.2. Telephone 2.3. Notebook 2.4. Writing materials 2.5. Computer with Internet connection
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration with oral questioning 3.2 Interview 3.3 Written test 3.4 Third-party report
<p>4. Context for Assessment</p>	<ul style="list-style-type: none"> 4.1 Competency may be assessed individually in the actual workplace or through an accredited institution

UNIT OF COMPETENCY : WORK IN A TEAM ENVIRONMENT

UNIT CODE : 400311211

UNIT DESCRIPTOR : This unit covers the skills, knowledge and attitudes to identify one’s roles and responsibilities as a member of a team.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Describe team role and scope	1.1 The <i>role and objective of the team</i> is identified from available <i>sources of information</i> 1.2 Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources	1.1 Group structure 1.2 Group development 1.3 Sources of information	1.1 Communicating with others, appropriately consistent with the culture of the workplace 1.2 Developing ways in improving work structure and performing respective roles in the group or organization

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Identify one's role and responsibility within a team	2.1 Individual roles and responsibilities within the team environment are identified 2.2 Roles and objectives of the team is identified from available <i>sources of information</i> 2.3 Team parameters, reporting relationships and responsibilities are identified based on team discussions and appropriate external sources	2.1 Team roles and objectives 2.2 Team structure and parameters 2.3 Team development 2.4 Sources of information	2.1 Team roles and objectives 2.2 Team structure and parameters 2.3 Team development 2.4 Sources of information Instructional planning and delivery skills 2.5 Monitoring and evaluation skills 2.6 Mentoring and coaching skills
3. Work as a team member	3.1 Effective and appropriate forms of communications are used and interactions undertaken with team members based on company practices. 3.2 Effective and appropriate contributions made to complement team activities and objectives, based on workplace context 3.3 Protocols in reporting are observed based on standard company practices. 3.4 Contribute to the development of team work plans based on an understanding of team's role and objectives	3.1 Types and levels of learning evaluation 3.2 Learning styles and strategies 3.3 Training and development approaches 3.4 Communication Process 3.5 Workplace communication protocol 3.6 Team planning and decision making 3.7 Team thinking 3.8 Team roles 3.9 Process of team development 3.10 Workplace context	3.1 Communicating appropriately, consistent with the culture of the workplace 3.2 Interacting effectively with others 3.3 Deciding as an individual and as a group using group think strategies and techniques 3.4 Contributing to Resolution of issues and concerns

RANGE OF VARIABLES

VARIABLE	RANGE
1. Role and objective of team	May include: <ul style="list-style-type: none"> 1.1 Work activities in a team environment with enterprise or specific sector 1.2 Limited discretion, initiative and judgment maybe demonstrated on the job, either individually or in a team environment
2. Sources of information	May include: <ul style="list-style-type: none"> 2.1 Standard operating and/or other workplace procedures 2.2 Job procedures 2.3 Machine/equipment manufacturer's specifications and instructions 2.4 Organizational or external personnel 2.5 Client/supplier instructions 2.6 Quality standards 2.7 OHS and environmental standards
3. Workplace context	May include: <ul style="list-style-type: none"> 3.1 Work procedures and practices 3.2 Conditions of work environments 3.3 Legislation and industrial agreements 3.4 Standard work practice including the storage, safe handling and disposal of chemicals 3.5 Safety, environmental, housekeeping and quality guidelines

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1. Worked in a team to complete workplace activity 1.2. Worked effectively with others 1.3. Conveyed information in written or oral form 1.4. Selected and used appropriate workplace language 1.5. Followed designated work plan for the job
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1. Access to relevant workplace or appropriately simulated environment where assessment can take place 2.2. Materials relevant to the proposed activity or tasks
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> 3.1. Role play involving the participation of individual member to the attainment of organizational goal 3.2. Case studies and scenarios as a basis for discussion of issues and strategies in teamwork 3.3. Socio-drama and socio-metric methods 3.4. Sensitivity techniques 3.5. Written Test
<p>4. Context for Assessment</p>	<ol style="list-style-type: none"> 4.1. Competency may be assessed in workplace or in a simulated workplace setting 4.2. Assessment shall be observed while task are being undertaken whether individually or in group

UNIT OF COMPETENCY : SOLVE/ADDRESS GENERAL WORKPLACE PROBLEMS

UNIT CODE : 400311212

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to apply problem-solving techniques to determine the origin of problems and plan for their resolution. It also includes addressing procedural problems through documentation, and referral.

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify routine problems	1.1 Routine problems or procedural problem areas are identified 1.2 Problems to be investigated are defined and determined 1.3 Current conditions of the problem are identified and documented	1.1 Current industry hardware and software products and services 1.2 Industry maintenance, service and helpdesk practices, processes and procedures 1.3 Industry standard diagnostic tools 1.4 Malfunctions and resolutions	1.1 Identifying current industry hardware and software products and services 1.2 Identifying current industry maintenance, services and help desk practices, processes and procedures. 1.3 Identifying current industry standard diagnostic tools 1.4 Describing common malfunctions and resolutions. 1.5 Determining the root cause of a routine malfunction
2. Foster the habit of critical inquiry and curiosity in the workplace.	2.1 Issues and situations are reflected on and wondered about. 2.2 Issues and problems in the workplace particularly in the policies, procedures and protocols are discussed and evaluated between and among teams. 2.3 Evaluation of efficiency and effectiveness of	2.1 Different methods of critical and appreciative inquiry and their relevance to different situations. 2.2 Techniques to assist in forming the habit of asking questions	2.1 Using range of analytical techniques (e.g., planning, attention, simultaneous and successive processing of information). 2.2 Communicating to actively listen and to ask

	<p>workplace policies, procedures and protocols are documented, communicated and agreed upon between and among teams.</p> <p>2.4 Growth mindset and positive relationship and communication is applied in the context of <i>curiosity and critical inquiry</i> in the workplace.</p>	<p>and taking responsibility for answers.</p> <p>2.3 Why questions are important and the benefits of asking good questions for individuals, businesses and communities (the importance of critical thinking).</p> <p>2.4 Growth mindset and positive communication and relationship strategies and techniques.</p>	<p>questions of others in a constructive way.</p> <p>2.3 Using critical thinking pathway to formulate and ask relevant questions and come up with appropriate answers.</p> <p>2.4 Performing assimilation and accommodation skills to interpret and distil key information of relevance to a given situation.</p> <p>2.5 Assessing and measuring the extent of effectiveness and efficiency of the systems, processes and procedures in the workplace.</p> <p>2.6 Communicating insights on workplace effectiveness and efficiency.</p>
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

RANGE OF VARIABLES

VARIABLE	RANGE
1. Problems/Procedural Problem	May include: 1.1 Routine/non – routine processes and quality problems 1.2 Equipment selection, availability and failure 1.3 Teamwork and work allocation problem 1.4 Safety and emergency situations and incidents 1.5 Work-related problems outside of own work area
2. Appropriate person	May include: 2.1 Supervisor or manager 2.2 Peers/work colleagues 2.3 Other members of the organization
3. Document	May include: 3.1 Electronic mail 3.2 Briefing notes 3.3 Written report 3.4 Evaluation report
4. Plan	May include: 4.1 Priority requirements 4.2 Co-ordination and feedback requirements 4.3 Safety requirements 4.4 Risk assessment 4.5 Environmental requirements

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1 Determined the root cause of a routine problem 1.2 Identified solutions to procedural problems. 1.3 Produced documentation that recommends solutions to problems. 1.4 Followed established procedures. 1.5 Referred unresolved problems to support persons.
2. Resource Implications	2.1. Assessment will require access to a workplace over an extended period, or a suitable method of gathering evidence of operating ability over a range of situations.
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> 3.1 Case Formulation 3.2 Life Narrative Inquiry 3.3 Standardized test <p>The unit will be assessed in a holistic manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations, which will include disruptions to normal, smooth operation. Simulation may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual workplace and will include walk through of the relevant competency components.</p>
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.

UNIT OF COMPETENCY : DEVELOP CAREER AND LIFE DECISIONS

UNIT CODE : 400311213

UNIT DESCRIPTOR : This unit covers the knowledge, skills, and attitudes in managing one’s emotions, developing reflective practice, and boosting self-confidence and developing self-regulation.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Manage one’s emotion	1.1 Self-management strategies are identified 1.2 Skills to work independently and to show initiative, to be conscientious, and persevering in the face of setbacks and frustrations are developed. 1.3 Techniques for effectively handling negative emotions and unpleasant situation in the workplace are examined.	1.1 Self-management strategies that assist in regulating behavior and achieving personal and learning goals (e.g. Nine self-management strategies according to Robert Kelley) 1.2 Enablers and barriers in achieving personal and career goals 1.3 Techniques in handling negative emotions and unpleasant situations in the workplace such as frustration, anger, worry, anxiety, etc.	1.1 Managing properly one’s emotions and recognizing situations that cannot be changed and accept them and remain professional 1.2 Developing self-discipline, working independently and showing initiative to achieve personal and career goal 1.3 Showing confidence, and resilience in the face of setbacks and frustrations and other negative emotions and unpleasant situations in the workplace

<p>2. Develop reflective practice</p>	<p>2.1 Personal strengths and achievements, based on self- assessment strategies and teacher feedback are contemplated</p> <p>2.2 Progress when seeking and responding to feedback from teachers to assist them in consolidating strengths, addressing weaknesses and fulfilling their potential are monitored</p> <p>2.3 Outcomes of personal and academic challenges by reflecting on previous problem solving and decision-making strategies and feedback from peers and teachers are predicted.</p>	<p>2.1 Basic SWOT analysis</p> <p>2.2 Strategies to improve one's attitude in the workplace</p> <p>2.3 Gibbs' Reflective Cycle/Model (Description, Feelings, Evaluation, Analysis, Conclusion, and Action plan)</p>	<p>2.1 Using the basic SWOT analysis as self-assessment strategy</p> <p>2.2 Developing reflective practice through realization of limitations, likes/ dislikes; through showing of self-confidence</p> <p>2.3 Demonstrating self-acceptance and being able to accept challenges</p>
<p>3. Boost self-confidence and develop self-regulation</p>	<p>3.1 Efforts for continuous self-improvement are demonstrated.</p> <p>3.2 Counter-productive tendencies at work are eliminated.</p> <p>3.3 Positive outlook in life are maintained.</p>	<p>3.1 Four components of self-regulation based on Self-Regulation Theory (SRT)</p> <p>3.2 Personality development concepts</p> <p>3.3 Self-help concepts (e. g., 7 Habits by Stephen Covey, transactional analysis, psycho-spiritual concepts)</p>	<p>3.1 Performing effective communication skills – reading, writing, conversing skills</p> <p>3.2 Showing affective skills – flexibility, adaptability, etc.</p> <p>3.3 Self-assessment for determining one's strengths and weaknesses</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Self-management strategies	<p>May include:</p> <ul style="list-style-type: none"> 1.1 Seeking assistance in the form of job coaching or mentoring 1.2 Continuing dialogue to tackle workplace grievances 1.3 Collective negotiation/bargaining for better working conditions 1.4 Share your goals to improve with a trusted co-worker or supervisor 1.5 Make a negativity log of every instance when you catch yourself complaining to others 1.6 Make lists and schedules for necessary activities
2. Unpleasant situation	<p>May include:</p> <ul style="list-style-type: none"> 2.1 Job burn-out 2.2 Drug dependence 2.3 Sulking

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Express emotions appropriately 1.2 Work independently and show initiative 1.3 Consistently demonstrate self-confidence and self-discipline
2. Resource Implications	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1. Access to workplace and resources 2.2. Case studies
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1. Demonstration or simulation with oral questioning 3.2. Case problems involving work improvement and sustainability issues 3.3. Third-party report
4. Context for Assessment	<ul style="list-style-type: none"> 4.1. Competency assessment may occur in workplace or any appropriately simulated environment

UNIT OF COMPETENCY : CONTRIBUTE TO WORKPLACE INNOVATION

UNIT CODE : 400311214

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to make a pro-active and positive contribution to workplace innovation.

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify opportunities to do things better	1.1 Opportunities for improvement are identified proactively in their own area of work. 1.2 Information is gathered and reviewed which may be relevant to ideas and which might assist in gaining support for idea.	1.1 Roles of individuals in suggesting and making improvements. 1.2 Positive impacts and challenges in innovation. 1.3 Types of changes and responsibility. 1.4 Seven habits of highly effective people.	1.1 Identifying opportunities to improve and to do things better. Involvement. 1.2 Identifying the positive impacts and the challenges of change and innovation. 1.3 Identifying examples of the types of changes that are within and outside own scope of responsibility
2. Discuss and develop ideas with others	2.1 People who could provide input to ideas for improvements are identified. 2.2 Ways of approaching people to begin sharing ideas are selected. 2.3 Meeting is set with relevant people. 2.4 Ideas for follow up are review and selected based on feedback. 2.5 Critical inquiry method is used to discuss and develop ideas with others.	2.1 Roles of individuals in suggesting and making improvements. 2.2 Positive impacts and challenges in innovation. 2.3 Types of changes and responsibility. 2.4 Seven habits of highly effective people.	2.1 Identifying opportunities to improve and to do things better. Involvement. 2.2 Identifying the positive impacts and the challenges of change and innovation. 2.3 Providing examples of the types of changes that are within and outside own scope of responsibility 2.4 Communicating ideas for

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
			change through small group discussions and meetings.
3. Integrate ideas for change in the workplace.	<p>3.1 Critical inquiry method is used to integrate different ideas for change of key people.</p> <p>3.2 Summarizing, analyzing and generalizing skills are used to extract salient points in the pool of ideas.</p> <p>3.3 Reporting skills are likewise used to communicate results.</p> <p>3.4 Current Issues and concerns on the systems, processes and procedures, as well as the need for simple innovative practices are identified.</p>	<p>3.1 Roles of individuals in suggesting and making improvements</p> <p>3.2 Positive impacts and challenges in innovation</p> <p>3.3 Types of changes and responsibility</p> <p>3.4 Seven habits of highly effective people</p> <p>3.5 Basic research skills</p>	<p>3.1 Identifying opportunities to improve and to do things better</p> <p>3.2 Identifying the positive impacts and the challenges of change and innovation</p> <p>3.3 Providing examples of the types of changes that are within and outside own scope of responsibility</p> <p>3.4 Communicating ideas for change through small group discussions and meetings</p> <p>3.5 Demonstrating skills in analysis and interpretation of data</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Opportunities for improvement	May include: 1.1 Systems. 1.2 Processes. 1.3 Procedures. 1.4 Protocols. 1.5 Codes. 1.6 Practices.
2. Information	May include: 2.1 Workplace communication problems. 2.2 Performance evaluation results. 2.3 Team dynamics issues and concerns. 2.4 Challenges on return of investment 2.5 New tools, processes and procedures. 2.6 New people in the organization.
3. People who could provide input	May include: 3.1 Leaders. 3.2 Managers. 3.3 Specialists. 3.4 Associates. 3.5 Researchers. 3.6 Supervisors. 3.7 Staff. 3.8 Consultants (external) 3.9 People outside the organization in the same field or similar expertise/industry. 3.10 Clients
4. Critical inquiry method	May include: 4.1 Preparation. 4.2 Discussion. 4.3 Clarification of goals. 4.4 Negotiate towards a Win-Win outcome. 4.5 Agreement. 4.6 Implementation of a course of action. 4.7 Effective verbal communication. See our pages: Verbal Communication and Effective Speaking. 4.8 Listening. 4.9 Reducing misunderstandings is a key part of effective negotiation. 4.10 Rapport Building. 4.11 Problem Solving. 4.12 Decision Making. 4.13 Assertiveness. 4.14 Dealing with Difficult Situations.

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Demonstrated ability and attitude to keep oneself updated of relevant issues/trends 1.2 Demonstrated ability to think and act based on one's principles and values 1.3 Demonstrated a holistic/global outlook on internal and external events in the workplace
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Access to workplace and resources 2.2 Case studies
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Demonstration or simulation with oral questioning 3.2 Case problems involving global and local issues 3.3 Third-party report
<p>4. Context for Assessment</p>	<ul style="list-style-type: none"> 4.1 Competency assessment may occur in workplace or any appropriately simulated environment

UNIT OF COMPETENCY : PRESENT RELEVANT INFORMATION

UNIT CODE : 400311215

UNIT DESCRIPTOR : This unit of covers the knowledge, skills and attitudes required to present data/information appropriately

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Gather data/information	1.1 Evidence, facts and information are collected. 1.2 Evaluation, terms of reference and conditions are reviewed to determine whether data/information falls within project scope.	1.1 Organizational protocols 1.2 Confidentiality 1.3 Accuracy 1.4 Business mathematics and statistics 1.5 Data analysis techniques/procedures 1.6 Reporting requirements to a range of audiences 1.7 Legislation, policy and procedures relating to the conduct of evaluations 1.8 Organizational values, ethics and codes of conduct	1.1 Describing organizational protocols relating to client liaison 1.2 Protecting confidentiality 1.3 Describing accuracy 1.4 Computing business mathematics and statistics 1.5 Describing data analysis techniques/procedures 1.6 Reporting requirements to a range of audiences 1.7 Stating legislation, policy and procedures relating to the conduct of evaluations 1.8 Stating organizational values, ethics and codes of conduct

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Assess gathered data/ information	2.1 Validity of data/ information is assessed. 2.2 Analysis techniques are applied to assess data/ information. 2.3 Trends and anomalies are identified. 2.4 Data analysis techniques and procedures are documented. 2.5 Recommendations are made on areas of possible improvement.	2.1 Business Mathematics and statistics 2.2 Data analysis techniques/ procedures 2.3 Reporting requirements to a range of audiences 2.4 Legislation, policy and procedures relating to the conduct of evaluations 2.5 Organizational values, ethics and codes of conduct	2.1 Computing business mathematics and statistics 2.2 Describing data analysis techniques/ procedures 2.3 Reporting requirements to a range of audience 2.4 Stating legislation, policy and procedures relating to the conduct of evaluations 2.5 Stating organizational values, ethics and codes of conduct
3. Record and present information	3.1 Studied data/information are recorded. 3.2 Recommendations are analyzed for action to ensure they are compatible with the project's scope and terms of reference. 3.3 Interim and final reports are analyzed and outcomes are compared to the criteria established at the outset. 3.4 Findings are presented to stakeholders.	3.1 Data analysis techniques/ procedures 3.2 Reporting requirements to a range of audiences 3.3 Legislation, policy and procedures relating to the conduct of evaluations 3.4 Organizational values, ethics and codes of conduct	3.1 Describing data analysis techniques/ procedures 3.2 Reporting requirements to a range of audiences 3.3 Stating legislation, policy and procedures relating to the conduct of evaluations 3.4 Stating organizational values, ethics and codes of conduct practices

RANGE OF VARIABLES

VARIABLE	RANGE
1. Data analysis techniques	<p>May include:</p> <ul style="list-style-type: none"> 1.1. Domain analysis 1.2. Content analysis 1.3. Comparison technique

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Determine data / information 1.2 Studied and applied gathered data/information 1.3 Recorded and studied data/information <p>These aspects may be best assessed using a range of scenarios as a stimulus with a walk through forming part of the response. These assessment activities should include a range of problems, including new, unusual and improbable situations that may have happened.</p>
2. Resource Implications	<p>Specific resources for assessment</p> <ul style="list-style-type: none"> 2.1. Evidence of competent performance should be obtained by observing an individual in an information management role within the workplace or operational or simulated environment.
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1. Written Test 3.2. Interview 3.3. Portfolio <p>The unit will be assessed in a holistic manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations, which will include disruptions to normal, smooth operation. Simulation may be required to allow for timely assessment of parts of this unit of competency.</p> <p>Simulation should be based on the actual workplace and will include walk-throughs of the relevant competency components.</p>
4. Context for Assessment	<ul style="list-style-type: none"> 4.1. In all workplace, it may be appropriate to assess this unit concurrently with relevant teamwork or operation units.

UNIT OF COMPETENCY : PRACTICE OCCUPATIONAL SAFETY AND HEALTH POLICIES AND PROCEDURES

UNIT CODE : 400311216

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to identify OSH compliance requirements, prepare OSH requirements for compliance, perform tasks in accordance with relevant OSH policies and procedures.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify OSH compliance requirements	1.1 Relevant OSH requirements, regulations, policies and procedures are identified in accordance with workplace policies and procedures. 1.2 OSH activity non-conformities are conveyed to appropriate personnel. 1.3 OSH preventive and control requirements are identified in accordance with OSH work policies and procedures.	1.1 OSH preventive and control requirements 1.2 Hierarchy of Controls 1.3 Hazard 1.4 Prevention and Control 1.5 General OSH principles 1.6 Work standards and procedures 1.7 Safe handling procedures of tools, equipment and materials 1.8 Standard 1.9 Emergency plan and procedures in the workplace	1.1 Communication skills 1.2 Interpersonal skills 1.3 Critical thinking skills 1.4 Observation skills
2. Prepare OSH requirements for compliance	2.1 OSH work activity material, tools and equipment requirements are identified in accordance with workplace policies and procedures. 2.2 Required OSH materials, tools and equipment are acquired in accordance with workplace policies and procedures. 2.3 Required OSH materials, tools and equipment are arranged/ placed in accordance with OSH work standards.	2.1 Resources necessary to execute hierarchy of controls 2.2 General OSH principle 2.3 Work standards and procedures 2.4 Safe handling procedures of tools, equipment and materials 2.5 Different OSH control measures	2.1 Communication skills 2.2 Estimation skills 2.3 Interpersonal skills 2.4 Critical thinking skills 2.5 Observation skills 2.6 Material, tool and equipment identification skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Perform tasks in accordance with relevant OSH policies and procedures	3.1 Relevant OSH work procedures are identified in accordance with workplace policies and procedures 3.2 Work Activities are executed in accordance with OSH work standards 2.4 <i>Non-compliance work activities</i> are reported to <i>appropriate personnel</i>	3.1 OSH work standards 3.2 Industry related work activities 3.3 General OSH principles 2.6 OSH Violations Non-compliance work activities	3.1 Communication skills 3.2 Interpersonal skills 3.3 Troubleshooting skills 3.4 Critical thinking skills 2.7 Observation skills

RANGE OF VARIABLES

VARIABLE	RANGE
1. OSH Requirements, Regulations, Policies and Procedures	May include: <ul style="list-style-type: none"> 1.1 Clean Air Act 1.2 Building code 1.3 National Electrical and Fire Safety Codes 1.4 Waste management statutes and rules 1.5 Permit to Operate 1.6 Philippine Occupational Safety and Health Standards 1.7 Department Order No. 13 (Construction Safety and Health) 1.8 ECC regulations
2. Appropriate Personnel	May include: <ul style="list-style-type: none"> 2.1 Manager 2.2 Safety Officer 2.3 EHS Offices 2.4 Supervisors 2.5 Team Leaders 2.6 Administrators 2.7 Stakeholders 2.8 Government Official 2.9 Key Personnel 2.10 Specialists 2.11 Himself
3. OSH Preventive and Control Requirements	May include: <ul style="list-style-type: none"> 3.1 Resources needed for removing hazard effectively 3.2 Resources needed for substitution or replacement 3.3 Resources needed to establishing engineering controls 3.4 Resources needed for enforcing administrative controls 3.5 Personal Protective equipment
4. Non OSH-Compliance Work Activities	May include non-compliance or observance of the following safety measures: <ul style="list-style-type: none"> 4.1 Violations that may lead to serious physical harm or death 4.2 Fall Protection 4.3 Hazard Communication 4.4 Respiratory Protection 4.5 Power Industrial Trucks 4.6 Lockout/Tag-out 4.7 Working at heights (use of ladder, scaffolding) 4.8 Electrical Wiring Methods 4.9 Machine Guarding 4.10 Electrical General Requirements 4.11 Asbestos work requirements 4.12 Excavations work requirements

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1. Convey OSH work non-conformities to appropriate personnel 1.2. Identify OSH preventive and control requirements in accordance with OSH work policies and procedures 1.3. Identify OSH work activity material, tools and equipment requirements in accordance with workplace policies and procedures 1.4. Arrange/Place required OSH materials, tools and equipment in accordance with OSH work standards 1.5. Execute work activities in accordance with OSH work standards 1.6. Report OSH activity non-compliance work activities to appropriate personnel
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1 Facilities, materials tools and equipment necessary for the activity
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> 3.1 Observation/Demonstration with oral questioning 3.2 Third party report
<p>4. Context for Assessment</p>	<ol style="list-style-type: none"> 4.1 Competency may be assessed in the workplace or in a simulated workplace setting

UNIT OF COMPETENCY : EXERCISE EFFICIENT AND EFFECTIVE SUSTAINABLE PRACTICES IN THE WORKPLACE

UNIT CODE : 400311217

UNIT DESCRIPTOR : This unit covers knowledge, skills and attitude to identify the efficiency and effectiveness of resource utilization, determine causes of inefficiency and/or ineffectiveness of resource utilization and convey inefficient and ineffective environmental practices.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify the efficiency and effectiveness of resource utilization	1.1 Required resource utilization in the workplace is measured using appropriate techniques. 1.2 Data are recorded in accordance with workplace protocol. 1.3 Recorded data are compared to determine the efficiency and effectiveness of resource utilization according to established <i>environmental work procedures.</i>	1.1 Importance of Environmental Literacy 1.2 Environmental Work Procedure 1.3 Waste Minimization 1.4 Efficient Energy Consumptions	1.1 Recording Skills 1.2 Writing Skills 1.3 Innovation Skills
2. Determine causes of inefficiency and/or ineffectiveness of resource utilization	2.1 Potential causes of inefficiency and/or ineffectiveness are listed. 2.2 Causes of inefficiency and/or ineffectiveness are identified through deductive reasoning. 2.3 Identified causes of inefficiency and/or ineffectiveness are validated thru established environmental procedures.	2.1 Causes of environmental inefficiencies and ineffectiveness	2.1 Deductive 2.2 Reasoning Skills 2.3 Critical thinking 2.4 Problem Solving 2.5 Observation Skills

<p>3. Convey inefficient and ineffective environmental practices</p>	<p>3.1 Efficiency and effectiveness of resource utilization are reported to appropriate personnel.</p> <p>3.2 Concerns related resource utilization are discussed with appropriate personnel.</p> <p>3.3 Feedback on information/ concerns raised are clarified with appropriate personnel.</p>	<p>3.1 Appropriate Personnel to address the environmental hazards</p> <p>3.2 Environmental corrective actions</p>	<p>3.1 Written and Oral Communication Skills</p> <p>3.2 Critical thinking</p> <p>3.3 Problem Solving</p> <p>3.4 Observation Skills</p> <p>3.5 Practice</p> <p>3.6 Environmental Awareness</p>
----------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

RANGE OF VARIABLES

VARIABLE	RANGE
<p>1. Environmental Work Procedures</p>	<p>May include:</p> <ul style="list-style-type: none"> 1.1 Utilization of Energy, Water, Fuel Procedures 1.2 Waster Segregation Procedures 1.3 Waste Disposal and Reuse Procedures 1.4 Waste Collection Procedures 1.5 Usage of Hazardous Materials Procedures 1.6 Chemical Application Procedures 1.7 Labeling Procedures
<p>2. Appropriate Personnel</p>	<p>May include:</p> <ul style="list-style-type: none"> 2.1 Manager 2.2 Safety Officer 2.3 EHS Offices 2.4 Supervisors 2.5 Team Leaders 2.6 Administrators 2.7 Stakeholders 2.8 Government Official 2.9 Key Personnel 2.10 Specialists 2.11 Himself

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1. Measured required resource utilization in the workplace using appropriate techniques 1.2. Recorded data in accordance with workplace protocol 1.3. Identified causes of inefficiency and/or ineffectiveness through deductive reasoning 1.4. Validate the identified causes of inefficiency and/or ineffectiveness thru established environmental procedures 1.5. Report efficiency and effectiveness of resource utilization to appropriate personnel 1.6. Clarify feedback on information/concerns raised with appropriate personnel
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1 Workplace 2.2 Tools, materials and equipment relevant to the tasks 2.3 PPE 2.4 Manuals and references
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> 3.1 Demonstration 3.2 Oral questioning 3.3 Written examination
<p>4. Context for Assessment</p>	<ol style="list-style-type: none"> 4.1 Competency assessment may occur in workplace or any appropriately simulated environment 4.2 Assessment shall be observed while task are being undertaken whether individually or in-group

UNIT OF COMPETENCY : PRACTICE ENTREPRENEURIAL SKILLS IN THE WORKPLACE

UNIT CODE : 400311218

UNIT DESCRIPTOR : This unit covers the outcomes required to apply entrepreneurial workplace best practices and implement cost-effective operations.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Apply entrepreneurial workplace best practices	1.1 Good practices relating to workplace operations are observed and selected following workplace policy. 1.2 Quality procedures and practices are complied with according to workplace requirements. 1.3 Cost-conscious habits in resource utilization are applied based on industry standards.	1.1 Workplace best practices, policies and criteria 1.2 Resource utilization 1.3 Ways in fostering entrepreneurial attitudes: 1.3.1 Patience 1.3.2 Honesty 1.3.3 Quality-consciousness 1.3.4 Safety-consciousness 1.3.5 Resourcefulness	1.1 Communication skills 1.2 Complying with quality procedures
2. Communicate entrepreneurial workplace best practices	2.1 Observed good practices relating to workplace operations are communicated to appropriate person . 2.2 Observed quality procedures and practices are communicated to appropriate person. 2.3 Cost-conscious habits in resource utilization are communicated based on industry standards.	2.1 Workplace best practices, policies and criteria 2.2 Resource utilization 2.3 Ways in fostering entrepreneurial attitudes: 2.3.1 Patience 2.3.2 Honesty 2.3.3 Quality-consciousness 2.3.4 Safety-consciousness 2.3.5 Resourcefulness	2.1 Communication skills 2.2 Complying with quality procedures 2.3 Following workplace communication protocol
3. Implement cost effective operations	3.1 Preservation and optimization of workplace resources is implemented in accordance with enterprise policy. 3.2 Judicious use of workplace tools,	3.1 Optimization of workplace resources 3.2 5S procedures and concepts 3.3 Criteria for cost-effectiveness	3.1 Implementing preservation and optimizing workplace resources 3.2 Observing judicious use of workplace tools,

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	<p>equipment and materials are observed according to manual and work requirements.</p> <p>3.3 Constructive contributions to office operations are made according to enterprise requirements.</p> <p>3.4 Ability to work within one's allotted time and finances is sustained.</p>	<p>3.4 Workplace Productivity</p> <p>3.5 Impact of entrepreneurial mindset to workplace productivity</p> <p>3.6 Ways in fostering entrepreneurial attitudes:</p> <p>3.6.1 Quality-consciousness</p> <p>3.6.2 Safety-consciousness</p>	<p>equipment and materials</p> <p>3.3 Making constructive contributions to office operations</p> <p>3.4 Sustaining ability to work within allotted time and finances</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1.Good practices	<p>May include:</p> <p>1.1 Economy in use of resources</p> <p>1.2 Documentation of quality practices</p>
2.Resources utilization	<p>May include:</p> <p>2.1 Consumption/ use of consumables</p> <p>2.2 Use/Maintenance of assigned equipment and furniture</p> <p>2.3 Optimum use of allotted /available time</p>

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Demonstrated ability to identify and sustain cost-effective activities in the workplace 1.2 Demonstrated ability to practice entrepreneurial knowledge, skills and attitudes in the workplace.
2. Resource Implications	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Simulated or actual workplace 2.2 Tools, materials and supplies needed to demonstrate the required tasks 2.3 References and manuals <ul style="list-style-type: none"> 2.3.1 Enterprise procedures manuals 2.3.2 Company quality policy
3. Methods of Assessment	<p>Competency in this unit should be assessed through:</p> <ul style="list-style-type: none"> 3.1 Interview 3.2 Third-party report
4.Context of Assessment	<ul style="list-style-type: none"> 4.1 Competency may be assessed in workplace or in a simulated workplace setting 4.2 Assessment shall be observed while tasks are being undertaken whether individually or in-group

COMMON COMPETENCIES

UNIT OF COMPETENCY : APPLY FOOD SAFETY AND SANITATION

UNIT CODE : PFB751210

UNIT DESCRIPTOR : This unit covers skills and attitude required to apply food safety and sanitation in the workplace

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variable	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Wear Personal Protective Equipment	1.1 Personal protective equipment are checked according to <i>manufacturer's specifications.</i> 1.2 <i>Personal protective equipment (PPE)</i> are worn according to the job requirement.	1.1 Personal protective equipment (PPE) 1.2 Procedures in wearing in PPE 1.3 Good Food Manufacturing Practices 1.4 Parts and functions of personal protective equipment	1.1 Checking PPE 1.2 Practicing GMP
2. Observe Personal Hygiene and Good Grooming	2.1 Personal hygiene and good grooming is practiced in line with <i>workplace health and safety requirements.</i>	2.1 Good grooming and personal hygiene 2.2 Workplace health and safety requirements	2.1 Practicing good grooming and personal hygiene practices
3. Implement Food and Sanitation Practices	3.1 Sanitary food handling practices are implemented in line with workplace sanitation. 3.2 Safety measures are observed in line with workplace safety practices. 3.3 Performance of operation or quality of product of service to ensure customer satisfaction is monitored.	3.1 Proper waste disposal 3.2 Environmental protection and concerns 3.3 Food safety principles and practices 3.4 TQM and other food quality system principles	3.5 Managing wastes 3.6 Implementing sanitary food handling practices 3.7 Practicing workplace safety

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variable	REQUIRED KNOWLEDGE	REQUIRED SKILLS
4. Render safety Measures and First Aid Procedures	4.1 Safety measures are applied according to workplace rules and regulations. 4.2 First aid procedures are applied and coordinated with concerned personnel according to workplace standard operating procedures.	4.1 Safety measures 4.2 First aid procedures 4.3 Parts and functions of personal protective equipment 4.4 First Aid Kit	4.1 Applying safety measures 4.2 Applying first aid treatment 4.3 Practicing PPE 4.4 Coordinating with concerned personnel
5. Implement housekeeping activities	5.1 Work area and surroundings are cleaned in accordance with workplace health and safety regulations. 5.2 Waste is disposed according to organization's waste disposal system. 5.3 Hazards in the work area are recognized and reported to designated personnel according to workplace procedures.	5.1 Hazards in work area 5.2 Waste disposal 5.3 Housekeeping / 7s 5.4 Proper waste disposal	5.1 Implementing housekeeping activities 5.2 Practicing proper waste disposal 5.3 Coordination skills

RANGE OF VARIABLES

VARIABLE	RANGE
1. Manufacturer's Specifications	May include: 1.1 Handling 1.2 Operating 1.3 Discharge Label 1.4 Reporting 1.5 Testing 1.6 Positioning 1.7 Refilling
2. Personal Protective Equipment	May include: 2.1 Apron/laboratory gown 2.2 Mouth masks 2.3 Gloves 2.4 Rubber boots/safety shoes 2.5 Head gears such as caps, hair nets, earl plug
3. Workplace Health and Safety Requirements	May include: 3.1 Health/Medical Certificate 3.2 DOLE requirements 3.3 BFAD requirements 3.4 Personal Hygiene and good grooming 3.5 Plant Sanitation and waste management
4. Safety Measures	May include: 4.1 Labeling of chemicals and other sanitizing agents 4.2 Installation of firefighting equipment in the work area 4.3 Installation of safety signage's and symbols 4.4 Implementation of 5S in the work area 4.5 Removal of combustible material in the work area
5. First Aid Procedures	May include: 5.1 Mouth to mouth resuscitation 5.2 CPR 5.3 Application of tourniquet 5.4 Applying pressure to bleeding wounds or cuts 5.5 First aid treatment for burned victims
6. Hazards	May include: 6.1 Physical 6.2 Biological 6.3 Chemical

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Cleaned, checked and sanitized personal protective equipment 1.2 Practiced proper personal hygiene and good grooming 1.3 Implemented workplace food safety practices 1.4 Applied first aid measures to victims 1.5 Implemented good housekeeping activities in the work area
2. Methods of Assessment	Competency may be assessed through: 2.1 A combination of direct observation and questioning of a candidate processing foods.
3. Resource Implications	The following resources should be provided: 3.1 Work area/station 3.2 First Aid kit 3.3 PPE relevant to the activities 3.4 Fire extinguisher 3.5 Stretcher 3.6 Materials, tools and equipment relevant to the unit of competency
4. Context of Assessment	Competency maybe assessed in actual workplace or at the designated TESDA Accredited Assessment Center.

UNIT OF COMPETENCY : USE STANDARD MEASURING DEVICES AND INSTRUMENTS

UNIT CODE : PFB751211

UNIT DESCRIPTOR : This unit covers skills and attitude required to use standard measuring devices, instruments in the workplace.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variable	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify Standard Measuring Devices and Instruments	1.1 Standard measuring devices and instruments are identified according to manufacturer's specifications. 1.2 Devices and instruments for measuring are properly checked, sanitized and calibrated prior to use.	1.1 Safe handling of measuring devices and instruments 1.2 Specifications and functions of measuring devices and instruments 1.3 Defects and breakages of measuring devices and instrument 1.4 Procedures in sanitizing and calibrating and stowing equipment and instruments	1.1 Communication skills 1.2 Sanitary handling of devices and instruments 1.3 Calibrating skills
2. Review the Procedures in Using Standard Measuring Devices and Instruments	2.1 Procedures in using the standard measuring devices and instruments are recalled according to manufacturer's specifications. 2.2 Printed procedures/ brochures/ catalogues are consulted according to specified food processing methods .	2.1 Procedures in using different standard measuring devices 2.2 Different food processing methods	2.1 Reading and following printed manuals and brochures 2.2 Using standard measuring devices

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variable	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Follow Procedures of Using Measuring Devices and Instruments	3.1 Methods/practices of using measuring devices and instruments are strictly observed according to manufacturer's specifications and workplace requirements. 3.2 Measuring devices and instruments are cleaned, wiped dry and stowed after use to ensure conformity with workplace requirements.	3.1 Methods/ practice of using measuring devices and instruments 3.2 Procedures in cleaning, and stowing equipment and instruments	3.1 Applying methods/ practices in using measuring devices and instruments 3.2 Cleaning and stowing measuring devices and instruments

RANGE OF VARIABLES

VARIABLE	RANGE
1. Standard measuring devices	May include: 1.1 Weighing scales and balances of various capacities and sensitivities 1.2 Measuring cups of varying capacities for dry ingredients 1.3 Measuring cups of varying capacities for liquid ingredients
2. Standard measuring instruments	May include: 2.1 Salinometer 2.2 Thermometers of varying temperature range (0-300 C) 2.3 Refractometer of varying range (0 – 90 B) 2.4 Glasswares like cylinders, beakers, flasks) of varying graduations
3. Food Processing Methods	May include: 3.1 Process foods by Salting, Curing, and Smoking 3.2 Process foods by Fermentation and Pickling 3.3 Process foods by Canning and Bottling 3.4 Process foods by Sugar Concentration 3.5 Process foods by Drying and Dehydration

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Identified, prepared and calibrated standard measuring devices and instruments 1.2 Followed correctly the procedures in using standard measuring devices and instruments 1.3 Followed proper cleaning and sanitizing and stowing procedures of measuring devices and equipment before and after use
2. Resource Implications	The following resources should be provided: 2.1 Work area/station 2.2 Materials, tools and equipment relevant to the unit of Competency
3. Method of assessment	Competency in this unit may be assessed through: 3.1 Direct observation and questioning of a candidate using measuring devices and instruments
4. Context of Assessment	4.1 Competency maybe assessed in actual workplace or at the designated TESDA Accredited Assessment Center.

UNIT OF COMPETENCY : PERFORM MATHEMATICAL COMPUTATIONS

UNIT CODE : PFB751213

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitude to perform mathematical computations in the workplace.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variable	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Gather and Tabulate the Recorded Data	1.1 Records of <i>weights and measurements</i> of raw materials and ingredients are gathered and summarized according to workplace standard operating procedures. 1.2 Records of weights and measurements of finished processed products are gathered and summarized according to workplace standard operating procedures. 1.3 Summarized data are tabulated according to enterprise requirements.	1.1 Data gathering 1.2 Record keeping 1.3 Data summary and analysis 1.4 Basic Mathematical Operations	1.1 Gathering data 1.2 Keeping of records 1.3 Summarizing and analyzing data 1.4 Basic Mathematical skills 1.5 Basic Accounting skills
2. Review the Procedures in Using Standard Measuring Devices and Instruments	2.1 Raw materials and ingredients and percentage formulations are checked/counter checked according to approved specifications and enterprise requirements. 2.2 Printed procedures/ brochures/ catalogues are consulted according to specified <i>food</i> processing methods. 2.3 Finished products and percentage formulations are reviewed according to approved specifications and enterprise requirements.	2.1 Percentages and formulations of raw materials and ingredient and finished products 2.2 Procedures in checking raw materials and finished products formulation and percentages 2.3 Basic Mathematical Operations	2.1 Checking percentages formulations of raw materials and ingredient 2.2 Reviewing percentages and formulations of finished products 2.3 Numeracy skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variable	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Calculate Production Input and Output	3.1 Data on raw material consumption and corresponding percentage equivalent are calculated in line with enterprise requirements. 3.2 Data on actual spoilage and rejects and corresponding percentage equivalents are calculated according to enterprise requirements. 3.3 Data on actual yields and recoveries and corresponding percentage equivalents are calculated according to enterprise requirements. 3.4 All calculated data are recorded according to enterprise requirements.	3.1 Record keeping 3.2 Mensuration 3.3 Fraction, ratios and proportions 3.4 Basic Mathematical Operations 3.5 Conversion factors 3.6 Percentage formulation	3.1 Basic Mathematical skills 3.2 Recording skills
4. Compute Production Cost	4.1 Costs of production are computed according to organization's standard procedures. 4.2 4.2 Computed costs of production are reviewed and validated according to organization's production requirements.	4.1 Cost of production 4.2 Validation procedures for computer costs 4.3 Basic Mathematical Operations	4.1 Basic Mathematical skills 4.2 Basic Accounting skills 4.3 Reviewing and validating computed costs

RANGE OF VARIABLES

VARIABLE	RANGE
1. Weight and Measurements	May include: 1.1 Gravimetric 1.2 Volumetric 1.3 Lengths, diameters, widths 1.4 Seam measurements 1.5 Hotness/coldness (temperature) 1.6 Concentrations of solutions
2. Costs of Productions	May include: 2.1 Ingredient formulation 2.2 Percentage formulation 2.3 Conversion 2.4 Ratios and proportion 2.5 Spoilage and rejects and corresponding percentages 2.6 Recoveries and yields and corresponding percentages

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Gathered the records of weights and measurements of raw materials/ingredients and finished processed products 1.2 Summarized and tabulated all raw data gathered 1.3 Calculated the production inputs and outputs 1.4 Computed the costs of production 1.5 Reviewed all formulations and concentrations of solutions according to specifications and standards of the enterprise
2. Resource Implications	The following resources should be provided: 2.1 Work area/station 2.2 Materials relevant to recording and documentation of production data 2.1 Computer with printer and software 2.4 Calculator 2.4 Work table
3. Method of assessment	Competency in this unit must be assessed through: 3.1 A combination of direct observation and questioning of a candidate computing costs of production 3.3 Submission of a written report showing
4. Context of Assessment	4.1 Competency maybe assessed in actual workplace or at the designated TESDA Accredited Assessment Center.

UNIT OF COMPETENCY : IMPLEMENT GOOD MANUFACTURING PRACTICE AND PROCEDURES

UNIT CODE : PFB751214

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to comply with relevant Good Manufacturing Practice (GMP) codes through the implementation of workplace GMP and quality procedures.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify requirements of GMP related to own work	1.1 Sources of information on GMP requirements are located. 1.2 GMP requirements and responsibilities related to own work are identified.	1.1 GMP Requirements 1.2 GMP Codes of practice, policies and procedures 1.3 GMP Role of internal and external auditors 1.4 Contamination events and performance improvement processes procedures 1.5 Personal clothing and footwear requirements at work areas 1.6 Use of personal clothing, storage and disposal requirements 1.7 Micro biological, physical and chemical contaminants 1.8 Basic concepts of quality assurance 1.9 Control methods and procedures used in GMP: 1.10 GMP responsibilities and requirements relating to work role 1.11 Basic properties, handling and	1.1 Planning and organizing work (time management 1.2 Working with others and in teams 1.3 Practicing GMP 1.4 Following contamination investigation procedures

		<p>storage requirements of raw materials, packaging components and final product</p> <p>1.12 Standards for materials, equipment and utensils used in the work area</p> <p>1.13 Recall and traceability procedures relevant to work role</p> <p>1.14 Procedures for identifying or isolating materials or product of unacceptable quality</p> <p>1.15 Record keeping and the recording requirements of GMP</p>	
2. Observe personal hygiene and conduct to meet GMP requirements	<p>2.1 Personal hygiene meets GMP requirements.</p> <p>2.2 Clothing is prepared, used, stored and disposed of according to GMP and workplace procedures.</p> <p>2.3 Personal movement around the workplace complies with area entry and exit procedures.</p>	<p>2.1 Workplace entry and exit procedures</p> <p>2.2 Personal hygiene</p> <p>2.3 PPE</p>	<p>2.1 Following workplace entry and exit procedures</p> <p>2.2 Practicing OSHS</p> <p>2.3 Practicing GMP</p>
3. Implement GMP requirements when carrying out work activities	<p>3.1 GMP requirements are identified.</p> <p>3.2 Work area, materials, equipment and product are routinely monitored to ensure compliance with GMP requirements.</p> <p>3.3 Raw materials, packaging components and product are handled according to GMP and workplace procedures.</p> <p>3.4 Workplace procedures to control resource allocation and process are followed to meet GMP requirements.</p>	<p>3.1 Monitoring methods of work area, materials and equipment</p> <p>3.2 Handling of raw materials, packaging components and product</p> <p>3.3 Control resource allocation and processes in the workplace</p> <p>3.4 Contaminants</p> <p>3.5 Good Manufacturing Practices (GMP)</p>	<p>3.1 Identifying GMP requirements</p> <p>3.2 Monitoring routinely of work area, materials equipment and product</p> <p>3.3 Handling of raw materials, packaging components and product</p> <p>3.4 Maintaining cleanliness in the workplace</p>

	<p>3.5 Common forms of contamination are identified and appropriate control measures are followed according to GMP requirements.</p> <p>3.6 The workplace is maintained in a clean and tidy order to meet GMP housekeeping standard.</p>		
4. Participate in improving GMP	<p>4.1 Processes, practices or conditions which could result in non-compliance with GMP are identified and reported according to workplace reporting requirements.</p> <p>4.2 Corrective action is implemented within level of responsibility.</p> <p>4.3 GMP issues are raised with designated personnel.</p>	<p>4.1 Non-compliance and corrective action in GMP</p> <p>4.2 Corrective actions</p>	<p>4.1 Practicing GMP</p> <p>4.2 Reporting workplace condition</p> <p>4.3 Implementing corrective measures</p>
5. Participate in validation processes	<p>5.1 Validation procedures are followed to GMP requirements.</p> <p>5.2 Issues arising from validation are raised with designated personnel.</p> <p>5.3 Validation procedures are documented to meet GMP requirements.</p>	<p>5.1 Validation procedures in GMP</p> <p>5.2 Issues arising from validation</p> <p>5.3 Documentation of validation procedures</p>	<p>5.1 Following validation procedures</p> <p>5.2 Reporting issues arising from validation</p> <p>5.3 Documenting validation procedures</p>
6. Complete workplace documentation to support GMP	<p>6.1 Documentation and recording requirements are identified.</p> <p>6.2 Information is recorded according to workplace reporting procedures to meet GMP requirements.</p>	<p>6.1 Documentation and workplace reporting procedures in GMP</p> <p>6.2 Information and workplace reporting procedures</p>	<p>6.1 Keeping records</p> <p>6.2 Recording information</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Work Area	<p>May include:</p> <ul style="list-style-type: none"> 1.1 Safety Protocols <ul style="list-style-type: none"> 1.1.1 Proper use of PPE 1.1.2 Knowledge of emergency procedures (fire, spills, injuries) 1.1.3 Awareness of safety hazards in the work area 1.2 Equipment handling <ul style="list-style-type: none"> 1.2.1 Competency in operating meat fabrication tools and machinery 1.2.2 Understanding of equipment maintenance and cleaning procedures 1.3 Quality Control <ul style="list-style-type: none"> 1.3.1 Ability to inspect raw materials for quality and freshness 1.3.2 Understanding of quality standards for different meat products 1.4 Hygiene and Sanitation <ul style="list-style-type: none"> 1.4.1 Adherence to cleanliness and sanitation standards 1.4.2 Knowledge of cleanliness and sanitation standards 1.5 Workplace Organization <ul style="list-style-type: none"> 1.5.1 Efficient layout of workstations 1.5.2 Inventory management and stock rotation practices 1.5.3 Workflow optimization for productivity 1.6 Communication <ul style="list-style-type: none"> 1.6.1 Effective communication with team members and supervisors 1.6.2 Reporting issues or discrepancies promptly
2. Workplace reporting procedures	<p>May include:</p> <ul style="list-style-type: none"> 2.1 Incident Reporting <ul style="list-style-type: none"> 2.1.1 Procedures for reporting accidents, injuries, or near misses 2.1.2 Documentation requirements for incidents 2.2 Quality Control Reporting <ul style="list-style-type: none"> 2.2.1 Processes for reporting defective products or deviations from quality standards 2.2.2 Documentation of quality control checks and results 2.3. Equipment Malfunction <ul style="list-style-type: none"> 2.3.1 Reporting procedures for malfunctioning equipment 2.3.2 Logging equipment issues and maintenance requests 2.4. Inventory Reporting <ul style="list-style-type: none"> 2.4.1 Procedures for reporting low stock or damages goods

	<ul style="list-style-type: none"> 2.4.2 Documentation of inventory levels and restocking needs 2.5 Communication Protocols <ul style="list-style-type: none"> 2.5.1 Methods for reporting to supervisors and colleagues (verbal, written, digital) 2.5.2 Chain of command for reporting different types of issues 2.6 Compliance and Regulation <ul style="list-style-type: none"> 2.6.1 Procedures for reporting non-compliance with regulations and standards 2.6.2 Documentation of corrective actions taken to ensure compliance 2.7 Training and skills gaps <ul style="list-style-type: none"> 2.7.1 Reporting procedures for identifying skills gaps among employees 2.7.2. Documentation of training needs and plans for skill development
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Located and followed workplace information relating to GMP responsibilities 1.2 Maintained personal hygiene consistent with GMP 1.3 Followed workplace procedures when moving around the workplace and/or from one task to another to maintain GMP 1.4 Used, stored and disposed of appropriate clothing/footwear as required by work tasks and consistent with GMP 1.5 Identified and reported situations that do or could compromise GMP 1.6 Applied appropriate control measures to control contamination 1.7 Recorded results of monitoring, and maintain records as required by GMP 1.8 Followed validation procedures within level of responsibility 1.9 Identified and responded to out-of-specification or unacceptable raw materials, packaging components, final or part processed product within level of responsibility 1.10 Followed procedures to isolate or quarantine non-conforming product 1.11 Handled, cleaned and stored equipment, utensils, raw materials, packaging components and related items according to GMP and workplace procedures 1.12 Maintained GMP for own work 1.13 Handled and/or disposed of out-of-specification or contaminated materials, packaging components/consumables and product, waste and recyclable material according to GMP as required by work responsibilities 1.14 Maintained the work area in a clean and tidy state 1.15 Identified and reported signs of pest infestation
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Workplace location and access to workplace policies 2.3 Materials relevant to the proposed activity and tasks
<p>3. Method of assessment</p>	<p>Competency in this unit maybe be assessed using at least two (2) of the following methods:</p> <ul style="list-style-type: none"> 3.1 A combination of direct observation and oral questioning 3.2 Written report 3.3 Written Examination 3.4 Portfolio
<p>4. Context of Assessment</p>	<p>4.1 Competency maybe assessed in actual workplace or at the designated TESDA Accredited Assessment Center.</p>

UNIT OF COMPETENCY : IMPLEMENT ENVIRONMENTAL POLICIES AND PROCEDURES

UNIT CODE : PFB751215

UNIT DESCRIPTOR : This unit covers skills and attitude required to implement environmental policies and procedures when carrying out work responsibilities.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Conduct work in accordance with environmental policies and procedures	1.1 Immediate work area is routinely checked to ensure compliance with environmental requirements. 1.2 Hazards and unacceptable performance are identified, removed and/or reported to appropriate personnel according to workplace procedures. 1.3 Workplace procedures and work instructions are followed. 1.4 Where control requirements are not met, incidents are promptly reported and corrective action is taken. 1.5 Measures used to minimize and handle waste are followed. 1.6 1.6. Environmental data is recorded in required format according to workplace reporting requirements.	1.1 Workplace approach to managing environmental issues 1.2 Responsibilities of self and employer to manage environmental issues on site 1.3 Sources of advice on environmental issues in the workplace 1.4 Environmental hazards and risks associated with the work 1.5 Work procedures as they relate to environmental responsibilities 1.6 Procedures used to prevent or control environmental risks associated with own work 1.7 Basic concepts of hazard identification, risk assessment and control options 1.8 Identifying and responding to hazards	1.1 Planning and organizing work (time management) 1.2 Working with others and in teams 1.3 Practicing environmental skills

		<p>1.9 Impact of work practices on resource utilization and wastage</p> <p>1.10 Procedures used to handle and dispose of waste</p> <p>1.11 The difference between trade waste and storm water drains</p> <p>1.12 Consequences of inappropriate waste handling and disposal</p> <p>1.13 Procedures for responding to unplanned incidents such as spills and leaks</p> <p>1.14 Emergency response system and procedures</p> <p>1.15 Responsible use of resources in own work area</p> <p>1.16 Reporting procedures and responsibilities</p> <p>1.17 Consultative processes in the workplace for raising issues/ suggestions on environmental issues</p>	
2. Participate in improving environmental practices at work	<p>2.1 Processes or conditions which could result in an unacceptable environmental outcome are identified and reported according to workplace reporting requirements.</p> <p>2.2 Corrective action is taken in accordance with the environmental management and emergency response plans as required.</p> <p>2.3 Contributions are made to participative arrangements for managing environmental issues in the workplace within</p>	<p>2.1 Unacceptable environmental outcomes</p> <p>2.2 Corrective actions</p> <p>2.3 Emergency response plan</p> <p>2.4 Improvement in environmental practices</p> <p>2.5 Report preparation</p>	<p>2.1 Identifying and reporting unacceptable environmental outcomes</p> <p>2.2 Implementing corrective actions</p> <p>2.3 Participating in improvement of environmental practices</p> <p>2.4 Practicing written communication skills</p>

	workplace procedures and level of responsibility.		
5. Respond to an environmental emergency	3.1 Emergency situations are identified and reported according to workplace reporting requirements 3.2 Emergency procedures are followed as appropriate to the nature of the emergency and according to workplace procedures	3.1 Emergency situations 3.2 Emergency procedures	3.1 Identifying emergency situations 3.2 Following emergency procedures 3.3 Practicing written communication skills

RANGE OF VARIABLES

VARIABLE	RANGE
1. Hazards	May include: 1.1. Equipment Safety 1.2. Physical Hazards 1.3. Chemical Hazards 1.4. Biological Hazards 1.5. Fire Safety 1.6. Emergency Hazards

EVIDENCE GUIDE

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Accessed and apply workplace information on environmental policies and procedures relating to own work 1.2 Fitted and used appropriate personal protective clothing and equipment 1.3 Checked own work area to identify environmental hazards 1.4 Reported hazards according to workplace procedure in a clear and timely manner 1.5 Followed work procedures to control or minimize environmental risk. This may include monitoring parameters set for environmental aspects such as airborne particulate, noise, and water quality. It may also include demonstrating use of emergency equipment according to work role requirements 1.6 Recorded environmental information as required by the environmental management program 1.7 Participated in processes to raise issues and suggestions to improve environmental issues management. This requires appropriate communication skills to structure and present information and interact with others 1.8 Followed procedures to collect, deposit, recycle and/or dispose of waste in own work area 1.9 Followed procedures to respond to environmental emergencies such as spills and emissions. This may include following procedures to alert the appropriate emergency services 1.10 Maintained housekeeping standards in work area
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Workplace location and access to workplace policies 2.2 Materials relevant to the proposed activity and tasks
<p>3 Method of assessment</p>	<p>Competency in this unit maybe be assessed using at least two (2) of the following methods:</p> <ul style="list-style-type: none"> 3.1 A combination of direct observation and oral questioning 3.2 Written report 3.3 Written Examination 3.1 Portfolio
<p>4 Context of Assessment</p>	<p>4.1 Competency maybe assessed in actual workplace or at the designated TESDA Accredited Assessment Center.</p>

CORE COMPETENCIES

UNIT OF COMPETENCY : HANDLE AND SHARPEN KNIVES

UNIT CODE : AB-1380700000-PFB751301

UNIT DESCRIPTOR : This unit covers the skills and knowledge required to maintain knives for safe and effective use in cutting of meat and meat establishments.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized</i> terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Sharpen knives	1.1 Knives are sharpened according to <i>workplace requirements.</i> 1.2 Knives are sharpened to maintain a bevel edge. 1.3 Steel is used correctly to maintain a bevel edge and to meet <i>Occupational Safety and Health Standards (OSHS).</i> 1.4 <i>Personal Protective Equipment (PPE)</i> is used according to OSHS.	Environmental Issues and Other Concerns 1.1 OSHS issues related to use and sharpening knives on Sterilization and hygiene requirements related to knife sharpening Science 1.2 Techniques in sharpening knives 1.3 Steps in steeling knives 1.4 Techniques in handling knives Technology 1.5 Different types of knives and sharpening equipment Communication 1.6 Work instructions	1.1 Handling and sharpening knife 1.2 Practicing OSHS 1.3 Using knife 1.4 Storing knife and equipment
2. Work safely with knives	2.1 Knives are used in ways which minimize the risk of injury. 2.2 Knives are used safely at all times in accordance with <i>regulatory requirements.</i>	Environmental Issues and Other Concerns 2.1 OSHS issues related to using knives Science 2.2 Techniques in using knives	2.1 Using knife 2.2 Practicing OSHS

3. Maintain knives and associated equipment	<p>3.1. Knives are maintained in accordance to hygiene and sanitation and workplace requirements.</p> <p>3.2. Knife sharpening equipment is maintained, cleaned and stored to hygiene and sanitation and workplace requirements.</p>	<p>Technology</p> <p>3.1 OSHS issues related to storing knives</p> <p>Science</p> <p>3.2 Techniques in storing knives and associated equipment</p> <p>Communication</p> <p>3.3 Work Instructions</p>	<p>3.1 Storing knife and equipment</p> <p>3.2 Practicing OSHS</p>
---------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------

RANGE OF VARIABLES

VARIABLE	RANGE
2. Workplace requirements	<p>May include:</p> <p>1.1 Safety work instructions</p> <p>1.2 Standard operating procedures</p> <p>1.3 Occupational safety and health standards (OSHS)</p> <p>1.4 Wearing appropriate PPE</p> <p>1.5 Quality assurance requirements</p>
2. Occupational Safety and Health Standards (OSHS)	<p>May include:</p> <p>2.1 OSHS legal requirements</p> <p>2.2 Hygiene and sanitation requirements</p> <p>2.3 Enterprise OSHS policies, procedures and programs</p>
3. Personal Protective Equipment (PPE)	<p>May include:</p> <p>3.1 Uniforms, coat, apron</p> <p>3.2 Work, safety or waterproof footwear</p> <p>3.3 Protective head and hair covering</p> <p>3.4 Protective hand and arm covering</p> <p>3.5 Ear plugs/mugs</p> <p>3.6 Goggles</p>
4. Regulatory Requirements	<p>May include:</p> <p>4.1 Relevant regulations regarding food processing and food safety regulations</p> <p>4.2 Department of Health – Food Establishments – Code of Sanitation of the Philippines (P.D.856) and NMIS</p> <p>4.3 Meat Inspection Code of the Philippines (RA 9296) as amended by RA No. 10536</p> <p>4.4 Animal Welfare Act (RA 8485) as amended by RA No. 10631</p> <p>4.5 Environment Management Bureau regulations regarding emissions, waste treatment, noise and effluent treatment and control</p>
4. Sharpening equipment	<p>May include:</p> <p>5.1 Sharpening stone</p> <p>5.2 Steels</p>

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Sharpened knives 1.2 Worked safely with knives 1.3 Maintained knives and associated equipment
2. Resource Implications	The following resources should be provided: 2.1 Workplace location 2.2 Tools and equipment/utensils appropriate to knife sharpening 2.3 Materials relevant to the proposed activity and tasks
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Direct Observation/Demonstration with Oral Questioning
4. Context for Assessment	4.1 Competency maybe assessed in the actual workplace or the designated simulation environment in TESDA Registered School.

UNIT OF COMPETENCY : BREAK THE CARCASS

UNIT CODE : AB-1380700000-PFB751302

UNIT DESCRIPTOR : This unit covers the skills and knowledge required to break the carcass. It includes perform pre-cutting activities, receiving of carcass, separating head, splitting carcass and cutting into primal cuts.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Perform pre-cutting activities	1.1 Equipment/Tools/ PPE/ room are prepared in accordance with workplace requirements. 1.2 Equipment for meat cutting are checked, and calibrated in accordance with manufacturers specifications. 1.3 Equipment for Meat Cutting is sanitized based on regulatory requirements and workplace requirements.	Communication 1.1 Work instructions Environmental Issues and other concerns 1.2 OSHS requirements 1.2.1 5 S 1.2.2 Solid waste segregation and disposal 1.3 Cleaning and sanitizing agents Technology 1.4 Cleaning and sanitizing procedures 1.5 Procedures in receiving carcass calibration of weighing scale, meat quality standard, types of contamination, procedures in checking PPE 1.6 Techniques in splitting carcass 1.7 Applying sanitation procedures Science 1.8 Anatomy of pork carcass, procedures in severing atlas joint, sanitation practices procedures in	1.1 Cleaning and sanitizing of work tools, equipment, room, and facilities

		removing contaminants	
2. Receive Carcass	<p>2.1 Carcass received is weighed according to transfer receipt.</p> <p>2.2 Quality of carcass received is inspected based on meat quality standard.</p> <p>2.3 Corrective action is taken in the event of discrepancy/contamination in accordance with workplace requirements.</p> <p>2.4 PPE are checked/worn according to workplace requirements.</p> <p>2.5 Primal cuts are weighed and recorded into required form.</p>	<p>Communication</p> <p>2.1 Work instructions</p> <p>Environmental Issues and other concerns</p> <p>2.2 OSHS requirements</p> <p>2.2.1 5S</p> <p>2.2.2 Solid waste segregation and disposal</p> <p>2.3 Cleaning and sanitizing agents</p> <p>2.4 Cleaning and sanitizing procedure</p> <p>Technology</p> <p>2.5 Procedures in receiving carcass calibration of weighing scale, meat quality standard, types of contamination, procedures in checking PPE</p> <p>2.6 Applying sanitation procedures</p> <p>2.7 Techniques in Splitting carcass</p> <p>Science</p> <p>2.8 Anatomy of pork carcass, procedures in severing atlas joint, sanitation practices procedures in removing contaminants</p>	<p>2.1 Calibrating weighing scale</p> <p>2.2 Applying meat quality standards</p> <p>2.3 Describing Types of Contamination</p> <p>2.4 Applying procedures in checking PPE</p>
3. Separate head	<p>3.1 Head is separated based on workplace requirements.</p> <p>3.2 Head is washed in accordance with workplace requirements.</p> <p>3.3 Personal Sanitation & Hygiene is observed in accordance with workplace requirements.</p> <p>3.4 Separated head is weighed and recorded into required form</p>	<p>Communication</p> <p>3.1 Work instructions</p> <p>Environmental Issues and other concerns</p> <p>3.2 OSHS requirements</p> <p>3.2.1 5 S</p> <p>3.2.2 Solid waste segregation and disposal</p> <p>3.3 Cleaning and sanitizing agents</p>	<p>3.1 Calibrating weighing scale</p> <p>3.2 Applying meat quality standards</p> <p>3.3 Describing Types of Contamination</p> <p>3.4 Applying procedures in checking PPE</p>

		<p>3.4 Cleaning and sanitizing procedure</p> <p>Technology</p> <p>3.5 Procedures in receiving carcass calibration of weighing scale, meat quality standard, types of contamination, procedures in checking PPE</p> <p>3.6 Applying sanitation procedures</p> <p>3.7 Techniques in splitting carcass</p> <p>3.8 Calibrating weighing scale</p> <p>3.9 Applying meat quality standards</p> <p>3.10 Describing Types of Contamination</p> <p>3.11 Applying procedures in checking PPE</p> <p>Science</p> <p>3.12 Anatomy of pork carcass, procedures in severing atlas joint, sanitation practices procedures in removing contaminant</p>	
4. Split Carcass	<p>4.1 Cleaver or splitting saw are checked according to manual of instructions.</p> <p>4.2 Carcass is split into halves according to standard procedures and OSHS.</p> <p>4.3 Types of contaminants and sources of contamination are identified.</p> <p>4.4 Corrective action is taken in the event of contamination in accordance with workplace requirements.</p>	<p>Communication</p> <p>4.1 Work instructions</p> <p>Environmental Issues and other concerns</p> <p>4.2 OSHC requirements</p> <p>4.2.1 5 S</p> <p>4.2.2 Solid waste segregation and disposal</p> <p>4.3 Cleaning and sanitizing agents</p> <p>4.4 Cleaning and sanitizing procedure</p>	<p>4.1 Calibrating weighing scale</p> <p>4.2 Applying meat quality standards</p> <p>4.3 Describing Types of Contamination</p> <p>4.4 Applying procedures in checking PPE</p> <p>4.4 Identifying and locating anatomical parts of pork carcass</p> <p>4.5 Applying the procedures in severing Atlas Joint</p>

	<p>4.5 Personal sanitation and hygiene is observed in accordance with workplace requirements.</p> <p>4.6 Personal Sanitation and Hygiene is observed in accordance with workplace requirements.</p> <p>4.7 Cleaver or splitting saw is sanitized according to regulatory requirements.</p> <p>4.8 Split carcass is weighed and recorded into required form.</p>	<p>Technology</p> <p>4.5 Procedures in receiving carcass calibration of weighing scale, meat quality standard, types of contamination, procedures in checking PPE</p> <p>4.6 Applying sanitation procedures</p> <p>4.7 Techniques in splitting carcass</p> <p>4.8 Calibrating weighing scale</p> <p>4.9 Applying meat quality standards</p> <p>4.10 Describing Types of Contamination</p> <p>4.11 Applying procedures in checking PPE</p> <p>Science</p> <p>4.12 Anatomy of pork carcass, procedures in severing atlas joint, sanitation practices procedures in removing contaminants</p>	<p>4.6 Applying the procedures in removing foreign contaminants</p>
<p>5. Cut into primal cuts</p>	<p>5.1 Shoulder and loin primals are separated based on workplace requirements.</p> <p>5.2 Tenderloin is removed according to workplace requirements.</p> <p>5.3 Sir loin and loin are separated workplace requirements.</p> <p>5.4 PPE is used according to OSHS.</p> <p>5.5 Personal sanitation and hygiene is observed in accordance with workplace requirements.</p> <p>5.6 Primal cuts are weighed and recorded into required form.</p>	<p>Communication</p> <p>5.1 Work instructions</p> <p>Environmental Issues and other concerns</p> <p>5.2 OSHS requirements</p> <p>5.3 Safe and hygienic use of knife</p> <p>5.4 Hygienic standard practices</p> <p>5.5 Hand washing techniques</p> <p>5.6 PPE</p> <p>Science</p> <p>5.7 Animal anatomy</p> <p>5.8 Sources of contamination and cross-contamination for carcass splitting / quartering</p>	<p>5.1 Applying the procedures in removing foreign contaminants</p> <p>5.2 Operating, cleaning and maintaining of carcass splitting equipment</p> <p>5.3 Cleaning, sharpening and correcting use of knives</p> <p>5.4 Cutting carcass</p> <p>5.5 Removing of tenderloin procedures</p> <p>5.6 Separating sirloin and loin procedures</p>

		5.9 Anatomy of Pork Carcass Technology 5.10 Operation of carcass splitting saw 5.11 Applying skills procedures in removing tenderloin 5.12 Applying procedures in separating sirloin and loin	
--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

RANGE OF VARIABLES

VARIABLE	RANGE
1. Equipment	May include: 1.1 Weighing Scale <ul style="list-style-type: none"> ○ Hanging ○ Table ○ Digital ○ Mechanical 1.2 Meat Slicer 1.3 Meat Grinder 1.4 Vacuum sealer 1.5 Chamber sealer 1.6 Impulse sealer 1.7 Chiller 1.8 Freezer 1.9 Refrigerator 1.10 Walk-in Freezer
2. Tool Deep	May include: 2.1 Band Saw/Bone Saw <ul style="list-style-type: none"> 2.1.1 Floor Type 2.1.2 Table Type 2.2 Tools: <ul style="list-style-type: none"> 2.2.1 4 Cleaver Knife 2.2.2 Boning Knife, 6" 2.2.3 Butchers' Knife, 8" and 10" 2.2.4 Sharpening/Honing Steel 2.2.5 Handsaw 2.2.6 Scabbard 2.2.7 Sharpening stone 2.2.8 Stainless meatfork 2.2.9 Plastic Crates (various sizes) 2.2.10 Test Weights

VARIABLE	RANGE
3. PPE	May include: 3.1 Hairnet 3.2 Hardhat 3.3 Facemask 3.4 Ear Plug 3.5 Goggles 3.6 Apron 3.7 Gloves 3.8 Gown/Uniform 3.9 Overhaul/Jumpsuit 3.10 Rubber boots
4. Regulatory requirements	May include: 4.1 Relevant regulations regarding food processing and food safety regulations 4.2 Department of Health-Food Establishments-Code of Sanitation of the Philippines (P.D.856) and NMIS 4.3 Meat Inspection Code of the Philippines (RA 9296) as amended by RA No. 10536 4.4 Animal Welfare Act (RA 8485) as amended by RA No. 10631 4.5 Environment Management Bureau regulations regarding emissions, waste treatment, noise and effluent treatment and control 4.6 Philippine National Standard (PNS/BAFS 41:2018 ICS 67.120.10): Pork Cuts
5. Workplace requirements	May include: 5.1 Safety work instructions 5.2 Standard operating procedures 5.3 Occupational safety and health standards (OSHS) 5.4 Wearing appropriate PPE 5.5 Quality assurance requirements
6. Meat Quality Standard	May include: 6.1 Color 6.2 Odor 6.3 Texture
7. Contamination	May include: 7.1 Urine 7.2 Bile 7.3 Hair 7.4 Fecal Matter
8. Required Form	May include: 8.1 Checklist 8.2 Company form 8.3 Meat Production checklist 8.4 Transfer receipt 8.5 Delivery form 8.6 Cleaning and sanitation checklist 8.7 Daily checklist 8.8 Tools and equipment maintenance checklist

VARIABLE	RANGE
9. Occupational Safety and Health Standards (OSHS)	May include: 9.1 OSHS Legal requirements 9.2 Hygiene and sanitation requirements 9.3 Enterprise OSHS policies, procedures and programs

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Prepared equipment/tools/PPE in accordance with workplace requirements 1.2 Calibrated weighing scale based on manufacturer's specification 1.3 Cleaned and Sanitized equipment/tools/room in accordance with regulatory /workplace requirements 1.4 Inspected, weighed and recorded the received carcass in accordance with workplace requirements 1.5 Performed corrective action in cases of discrepancies and contamination in accordance with workplace requirements 1.6 Demonstrated the breaking of carcass based on required cutting lines 1.7 Weighed and recorded the head, split carcass and primal cuts using the required forms 1.8 PPE is used in accordance with workplace requirements 1.9 Complied with OSHS requirements 1.10 Observed personal hygiene and sanitation practices
2. Resource Implications	The following resources MUST be provided: 2.1 Workplace location 2.2 Tools and equipment/utensils appropriate to knife sharpening 2.3 Materials relevant to the proposed activity and tasks
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Direct Observation/Demonstration with Oral Questioning
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions

UNIT OF COMPETENCY : DEBONE THE PRIMAL CUTS

UNIT CODE : AB-1380700000-PFB751303

UNIT DESCRIPTOR : This unit covers the skills and knowledge required to debone the primal cuts. It includes perform pre-deboning activities, receiving the primal cuts and separating the sub-primal cuts

ELEMENT	PERFORMANCE CRITERIA <i>Italicized</i> terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Perform pre-deboning activities	1.1 Equipment/Tools/ PPE are prepared in accordance with workplace requirements. 1.2 Equipment for meat cutting are checked and calibrated in accordance with manufacturers specification. 1.3 Equipment for Meat cutting is sanitized based on regulatory requirements / workplace requirements.	Technology 1.1 Calibration Meat Quality Standard 1.2 Procedures in checking PPE 1.3 Procedures in separating belly & loin 1.4 Procedures in separating hind leg & ham Environmental Issues and Other Concerns 1.5 Using PPE according to OSHS 1.6 Personal sanitation and Hygiene are observed Science 1.7 Anatomy of Pork Carcass	1.1 Calibrating Applying Meat Quality Standard 1.2 Applying Procedures in Checking PPE 1.3 Identifying and locating anatomical parts of pork carcass 1.4 Applying procedures in separating belly & loin 1.5 Applying procedures in separating hind leg and ham
2. Receive primal cuts	2.1 Primal cuts received are weighed / checked according to the transfer receipt. 2.2 Quality of Primal Cuts received are inspected based on meat quality standard. 2.3 PPE are checked and worn according to workplace requirements. 2.4 Primal cuts are weighed and recorded into required form.	Technology 2.1 Calibration Meat Quality Standard 2.2 Procedures in checking PPE 2.3 Procedures in separating belly & loin 2.4 Procedures in separating hind leg & ham Environmental Issues and Other Concerns 2.5 Using PPE according to OSHS	2.1 Calibrating Applying Meat Quality Standard 2.2 Applying Procedures in Checking PPE 2.3 Identifying and locating anatomical parts of pork carcass 2.4 Applying procedures in separating belly & loin 2.5 Applying procedures in separating hind leg and ham

		<p>2.6 Personal sanitation and Hygiene are observed</p> <p>Science</p> <p>2.7 Anatomy of Pork Carcass</p>	
<p>3. Separate the sub-primal cuts</p>	<p>3.1 Separate Boston butt, picnic shoulder, pata front leg according to workplace requirements.</p> <p>3.2 Separate the belly and loin according to workplace requirements.</p> <p>3.3 Separate the hind leg and ham according to workplace requirements.</p> <p>3.4 Deboned primal cuts are checked based on regulatory requirements.</p> <p>3.5 Deboned primal cuts are weighed and recorded into required form.</p>	<p>Technology</p> <p>3.1 Calibration Meat Quality Standard</p> <p>3.2 Procedures in checking PPE</p> <p>3.3 Procedures in separating belly & loin</p> <p>3.4 Procedures in separating hind leg & ham</p> <p>Environmental Issues and Other Concerns</p> <p>3.5 Using PPE according to OSHS</p> <p>3.6 Personal sanitation and Hygiene are observed</p> <p>Science</p> <p>3.7 Anatomy of Pork Carcass</p>	<p>3.1 Calibrating Applying Meat Quality Standard</p> <p>3.2 Applying Procedures in Checking PPE</p> <p>3.3 Identifying and locating anatomical parts of pork carcass</p> <p>3.4 Applying procedures in separating belly & loin</p> <p>3.5 Applying procedures in separating hind leg and ham</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Equipment	May include equipment: 1.1 Weighing Scale 1.1.1 Hanging 1.1.2 Table 1.1.3 Digital 1.1.4 Mechanical 1.2 Meat Slicer 1.3 Meat grinder
2. Tool Deep	May include 2.1 Band Saw/Bone saw 2.1.1 Floor Type 2.2.2 Table Type 2.2 Tools 2.2.1 Cleaver knife 2.2.2 Boning knife, 6" 2.2.3 Boning knife, 8" and 10" 2.2.4 Sharpening/Honing Steel 2.2.5 Handsaw 2.2.6 Scabbard 2.2.7 Sharpening stone 2.2.8 Stainless meat fork 2.2.9 Plastic Grades 2.2.10 Test Weight
3. PPE	May include: 3.1 Hair net 3.2 Hard hat 3.3 Face mask 3.4 Ear plug 3.5 Goggles 3.6 Apron 3.7 Gloves 3.8 Gown/Uniform 3.10 Overhaul/Jumpsuit 3.11 Rubber boots
4. Regulatory Requirements	May include: 4.1 Relevant regulations regarding food processing and food safety regulations 4.2 Department of Health – Food Establishments – Code of Sanitation of the Philippines (P.D.856) and NMIS Animal Welfare Act (RA 8485) as amended by RA No. 10631 4.3 Meat Inspection Code of the Philippines (RA 9296) as amended by RA No. 10536 4.4 Environment Management Bureau regulations regarding emissions, waste treatment, noise and effluent treatment and control

	4.5 Philippine National Standard (PNS/BAFS 41:2018 ICS 67.120.10): Pork Cuts
5. Workplace requirements	May include: 5.1 Safety work instructions 5.2 Standard operating procedures 5.3 Occupational safety and health standards (OSHS) 5.4 Wearing appropriate PPE 5.5 Quality assurance requirements
6. Required Form	May include: 6.1 Checklist 6.2 Company form 6.3 Meat Production checklist 6.4 Transfer receipt 6.5 Delivery form 6.6 Cleaning and sanitation checklist 6.7 Daily checklist 6.8 Tools and equipment maintenance checklist

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Prepared equipment/tools/PPE in accordance with workplace requirements 1.2 Calibrated weighing scale based on manufacturer's specification 1.3 Cleaned and Sanitized equipment/tools/room in accordance with regulatory /workplace requirements 1.4 Inspected, weighed and recorded the primal cuts according to the transfer receipt 1.5 Performed corrective action in cases of discrepancies and contamination in accordance with workplace requirements 1.6 Demonstrated the separation the sub-primal cuts according to workplace requirements 1.7 Weighed and recorded the primal cuts using the required forms 1.8 PPE is used in accordance with workplace requirements 1.9 Complied with OSHS requirements 1.10 Observed personal hygiene and sanitation practices
2. Resource Implications	The following resources MUST be provided: 2.1 Workplace location 2.2 Tools and equipment appropriate in deboning the primal cuts 2.3 Materials relevant to the proposed activity and tasks Area
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Direct Observation/Demonstration with Oral Questioning 3.2 Written Test & Demonstration
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions

UNIT OF COMPETENCY : FABRICATE INTO RETAIL CUTS

UNIT CODE : AB-1380700000-PFB751304

UNIT DESCRIPTOR : This unit covers the skills and knowledge required to fabricate into retail cuts. It includes perform pre-fabrication of meat activities, and slicing into retail cuts

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Perform pre-fabrication of meat activities	1.1 Equipment/Tools/ PPE are prepared in accordance with workplace requirements . 1.2 Equipment for retail cuts are checked and calibrated in accordance with manufacturers specification. 1.3 Equipment for retail cuts is sanitized based on regulatory requirements/ workplace requirements. 1.4 PPE are checked and worn according to workplace requirements.	Environmental Issues and Other Concerns 1.1 Procedures in sanitizing 1.2 Manufacturer's specification Technology 1.3 Calibrating equipment	1.1 Implementing manufacturer's specification 1.2 Applying procedures in sanitizing & calibrating equipment
2. Slice into retail cuts	2.1 Shoulder is sliced according to workplace requirements 2.2 Belly and loin are sliced according to workplace requirements 2.3 Ham is sliced according to workplace requirements 2.4 Front (pata front) and hind (pata hind) shanks are cut based on workplace requirements. 2.5 Jowl and cheeks are removed from the head based on workplace requirements 2.6 Retail cuts are weighed, inspected and recorded into required form .	Technology 2.1 Procedures in slicing the shoulder 2.2 Procedures in slicing the belly & loin 2.3 Procedures in slicing the ham Communication 2.4 Workplace retail cuts	2.1 Applying procedures in slicing the shoulder 2.2 Applying procedures in slicing the belly and loin 2.3 Identifying workplace retail cuts 2.4 Applying procedures in slicing the ham

RANGE OF VARIABLES

VARIABLE	RANGE
1. Equipment	May include Equipment 1.1 Weighing Scale 1.1.1 Hanging 1.1.2 Table 1.1.3 Digital 1.2 Mechanical 1.3 Meat Slicer 1.4 Meat grinder
2 Tool Deep	May include 2.1 Band Saw/Bone saw 2.1.1 Floor Type 2.1.2 Table Type 2.2 Tools 2.2.1 Cleaver knife 2.2.2 Boning knife, 6" 2.2.3 Boning knife, 8" and 10" 2.2.4 Sharpening/Honing Steel 2.2.5 Handsaw 2.2.6 Scabbard 2.2.7 Sharpening stone 2.2.8 Stainless meat fork 2.2.9 Plastic Grades 2.2.10 Test Weight
3. PPE	May include: 3.1 Hair net 3.2 Hard hat 3.4 Face mask 3.5 Ear plug 3.6 Goggles 3.7 Apron 3.8 Gloves 3.9 Gown/Uniform 3.10 Overhaul/Jumpsuit 3.11 Rubber boots
5. Workplace requirements	May include: 5.1 Safety work instructions 5.2 Standard operating procedures 5.3 Occupational safety and health standards (OSHS) 5.4 Wearing appropriate PPE 5.5 Quality assurance requirements
6. Required Form	May include: 6.1 Checklist 6.2 Company form 6.3 Meat Production checklist 6.4 Transfer receipt 6.5 Delivery form

	6.6 Cleaning and sanitation checklist 6.7 Daily checklist 6.8 Tools and equipment maintenance checklist
--	---------------------------------------------------------------------------------------------------------------

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: <ol style="list-style-type: none"> 1.1 Prepared equipment/tools/PPE in accordance with workplace requirements 1.2 Calibrated weighing scale based on manufacturer's specification 1.3 Cleaned and Sanitized equipment/tools/room in accordance with regulatory /workplace requirements 1.4 Performed corrective action in cases of discrepancies and contamination in accordance with workplace requirements 1.5 Demonstrated the slicing into retail cuts based on workplace requirements 1.6 Weighed and recorded the retail cuts using the required forms 1.7 PPE is used in accordance with workplace requirements 1.8 Complied with OSHS requirements 1.10 Observed personal hygiene and sanitation practices
2. Resource Implications	The following resources MUST be provided: <ol style="list-style-type: none"> 2.1 Workplace location 2.2 Tools and equipment appropriate in fabricating into retail cuts 2.3 Materials relevant to the proposed activity and tasks Area
3. Methods of Assessment	Competency in this unit may be assessed through: <ol style="list-style-type: none"> 3.1 Direct Observation/Demonstration with Oral Questioning 3.2 Written Test & Demonstration
4. Context for Assessment	Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions

UNIT OF COMPETENCY : PACKAGE THE RETAIL CUT PRODUCT

UNIT CODE : AB-1380700000-PFB751305

UNIT DESCRIPTOR : This unit covers the skills and knowledge required to package the required products. It includes perform pre-packaging activities, receiving products, sorting products and packing the retail cut products.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Perform pre-packaging activities	1.1 Equipment/Tools/ PPE are prepared in accordance with workplace requirements. 1.2 Equipment for packaging are checked and calibrated in accordance with manufacturers specification. 1.3 Equipment for retail cuts is sanitized based on regulatory requirements/ workplace requirements. 1.4 Appropriate packaging material is used according to workplace requirements.	Technology 1.1 Labeling procedures and standards 1.2 Storage and recording procedures Environmental Issues and Other concerns 1.3 Use and application of personal protective equipment 1.4 Safe work practices and procedures	1.1 Reading and interpreting routine information on written job instructions and standard operating procedures. May include simple drawings 1.2 Determining packaging requirements from safety, storage conditions, site and legislative requirement 1.3 Labeling packaged items 1.4 Handling and storing products 1.5 Using scanning devices, if required
2. Receive products	2.1 Products are weighed/checked according to transfer receipt. 2.2 Products are received and inspected based on meat quality standard. 2.3 Products received are inspected base on meat quality standard. 2.4 Corrective action is taken in the event of discrepancy/contaminati on in accordance with workplace requirements.	Technology 2.1 Labeling procedures and standards 2.2 Storage and recording procedures Environmental Issues and other concerns 2.3 Use and application of personal protective equipment	2.1 Reading and interpreting routine information on written job instructions and standard operating procedures. May include simple drawings 2.2 Determining packaging requirements from safety, storage

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	2.5 Products are weighed and recorded into required form. 2.6 Jowl and cheeks are removed from the head based on workplace requirements. 2.7 Retail cuts are weighed, inspected and recorded into required form .	2.4 Safe work practices and procedures	conditions, site and legislative requirements 2.3 Labeling packaged items 2.4 Handling and storing products 2.5 Using scanning devices, if required 2.6 Following oral instruction 2.7 Entering routine and familiar information on to proforma and standard workplace forms 2.8 Orally reporting routine information
3. Sort products	3.1 Products are received and inspected based on meat quality. 3.2 Products are sorted according to workplace requirements . 3.3 Products are packed and weighed in accordance with products specifications. 3.4 Products are sealed and labeled in accordance with product specification. 3.5 Packaging procedures are practiced in accordance to current GMP (CGMP). 3.6 Packaging equipment is operated in accordance with instructional manual. 3.7 Finished product is inspected according to Finished Product requirements . 3.8 Food safety practices are employed according to HACCP and GMP.	Technology 3.1 Labeling procedures and standards 3.2 Storage and recording procedures Environmental Issues and Other Concerns 3.3 Use and application of personal protective equipment 3.4 Safe work practices and procedures	3.1 Reading and interpreting routine information on written job instructions and standard operating procedures. May include simple drawings 3.2 Determining packaging requirements from safety, storage conditions, site and legislative requirement 3.3 Labeling packaged items 3.4 Handling and storing products 3.5 Using scanning devices, if required 3.6 Following oral instruction

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	3.9 Work safety measures are applied in accordance with OSHS. 3.10 Identification labels i.e tags and stickers are checked for corrective and appropriately placed/attached according to company procedures. 3.11 Packaged products are stored according to workplace requirements. 3.12 Packaged products are recorded into required form .		3.7 Entering routine and familiar information on to proforma and standard workplace forms 3.8 Orally reporting routine information

RANGE OF VARIABLES

VARIABLE	RANGE
1. Equipment	May include: 1.1 Equipment <ul style="list-style-type: none"> 1.1.1 Weighing Scale 1.1.2 Hanging 1.1.3 Table 1.1.4 Digital 1.1.5 Mechanical 1.1.6 Meat Slicer 1.1.7 Meat grinder
2.Tool Deep	May include: 2.1 Equipment <ul style="list-style-type: none"> 2.1.1 Band Saw/Bone saw 2.1.2 Floor Type 2.1.3 Table Type 2.2 Tools <ul style="list-style-type: none"> 2.2.1 Cleaver knife 2.2.2 Boning knife, 6" 2.2.3 Boning knife, 8" and 10" 2.2.4 Sharpening/Honing Steel 2.2.5 Handsaw 2.2.6 Scabbard 2.2.7 Sharpening stone 2.2.8 Stainless meat fork 2.2.9 Plastic Grades 2.2.10 Test Weight

3. PPE	<p>May include:</p> <ul style="list-style-type: none"> 3.1 Hair net 3.2 Hard hat 3.3 Face mask 3.4 Ear plug 3.5 Goggles 3.5 Apron 3.7 Gloves 3.8 Gown/Uniform 3.9 Overhaul/Jump suit 3.10 Rubber boots
4. Regulatory Requirements	<p>May include:</p> <ul style="list-style-type: none"> 4.1 Relevant regulations regarding food processing and food safety regulations 4.2 Department of Health – Food Establishments – Code of Sanitation of the Philippines (P.D.856) and NMIS 4.3 Animal Welfare Act (RA 8485) as amended by RA No. 10631 4.4 Meat Inspection Code of the Philippines (RA 9296) as amended by RA No. 10536 4.5 Environment Management Bureau regulations regarding emissions, waste treatment, noise and effluent treatment and control 4.6 Philippine National Standard (PNS/BAFS 41:2018 ICS 67.120.10): Pork Cuts
5. Types of Packaging materials	<p>May include:</p> <ul style="list-style-type: none"> 5.1 Styro 5.2 Plastic 5.3 Cling wrap 5.4 Vacuum wrap 5.5 Ziplock
6. Required Form	<p>May include:</p> <ul style="list-style-type: none"> 6.1 Checklist 6.2 Company form 6.3 Meat Production checklist 6.4 Transfer receipt 6.5 Delivery form 6.6 Cleaning and sanitation checklist 6.7 Daily checklist 6.8 Tools and equipment maintenance checklist
7. Workplace Requirements	<p>May Include:</p> <ul style="list-style-type: none"> 7.1 Safety work instructions 7.2 Standard operating procedures 7.3 Occupational safety and health standards (OSHS) 7.4 Wearing appropriate PPE 7.5 Quality assurance requirements
8. Finished Products requirements	<p>May include:</p> <ul style="list-style-type: none"> 8.1 Appearance 8.2 Weight 8.3 Quality assurance

EVIDENCE GUIDE

<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Prepared equipment/tools/PPE in accordance with workplace requirements 1.2 Calibrated weighing scale based on manufacturer's specification. 1.3 Cleaned and Sanitized equipment/tools/room in accordance with regulatory /workplace requirements 1.4 Inspected, weighed, and recorded the received products in accordance with workplace requirements. 1.5 Performed corrective action in cases of discrepancies and contamination in accordance with workplace requirements. 1.6 Demonstrated the packaging of the retail cut products in accordance with workplace requirements. 1.7 PPE is used in accordance with workplace requirements. 1.9 Complied with OSHS requirements. 1.10 Observed personal hygiene and sanitation practices
<p>2. Resource Implications</p>	<p>The following resources MUST be provided:</p> <ul style="list-style-type: none"> 2.1 Workplace location 2.2 Tools and equipment appropriate in packaging the retail cut product. 2.3 Materials relevant to the proposed activity and tasks Area
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Direct Observation/Demonstration with Oral Questioning 3.2 Written Test & Demonstration
<p>4. Context for Assessment</p>	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions</p>

GLOSSARY OF TERMS

1) Boston butt	the slightly wedged shaped portion of the pork shoulder above the standard picnic cut which includes the blade bone and the "lean butt", both extensions of the loin cut and can be used in place of the loin
2) Carcass	<p>the body of a slaughtered animal (without internal organs) consisting of meat, fats, bones and connective tissues.</p> <p>The body of any slaughtered animal after bleeding and dressing (Source: Meat Inspection code R.A. 9296, as amended by R.A No. 10536)</p>
3) Cervical Vertebra	<p>the bones within the neck.</p> <p>The vertebrae are the bones that make up the backbone of vertebrate animals. These cervical bones are the smallest in the body in mammals, although they are not the smallest bone found within the animal.</p>
4) Clever	is a large knife that varies in its shape but usually resembles a rectangular-bladed hatchet. It is largely used as kitchen or butcher knife and is mostly intended for splitting up large pieces of soft bones and slashing through thick pieces of meat (Wikipedia)
5) Contamination	means direct or indirect transmission of any biological or chemical agent, foreign matter or substances or not intentionally added to food that may compromise food safety or suitability. (Source: Meat Inspection Code R.A. No. 9296, as amended by R.A. No. 10536)
6) Debone	to remove the bones from (meat, fish, or fowl)
7) Disease or defect	a pathological change or other abnormality (Source: Implementing Rules and Regulations of the "Meat Inspection Code of the Philippines")
8) Fresh Meat	<p>meat that has not yet been treated in any way other than by modified atmosphere packaging or vacuum packaging to ensure its preservation except that if it has been subjected only to refrigeration, it continues to be considered as fresh.</p> <p>(Source: Implementing Rules and Regulations of the "Meat Inspection Code of the Philippines")</p>

10) Good Manufacturing Practice (GMP)	means the conformance with the codes of practice, industry standards, regulations and laws concerning production, processing, handling, labeling and sales of foods decreed by industry, local, national and international bodies with the intention of protecting the public from illness, product adulteration and fraud. (Source: Implementing Rules and Regulations of the “Meat Inspection Code of the Philippines”).
11) Meat	<p>the flesh or other edible parts of animal (usually domesticated cattle, swine, and sheep) used for food, including not only the muscles and fat but also the tendons and ligaments.</p> <p>refers to the fresh, chilled or frozen edible carcass including offal derived from food animals. (Source: Implementing Rules and Regulations of the “Meat Inspection Code of the Philippines”)</p>
12) Minor Cuts	the lesser valuable cuts such as the head, foreshank and foot, hindshank and foot. (Source: Philippine National Standard on Pork Cuts PNS/BAFPS 41:2008 ICS 67.120.10)
13) National Meat Inspection Service (NMIS)	the sole national controlling/competent authority attached to the Department of Agriculture charged by the government with the control of meat hygiene and meat inspection. (Source: Implementing Rules and Regulations of the “Meat Inspection Code of the Philippines”).
14) Primal Cuts	refers to wholesale cuts such as loins, hams, hind legs, and shoulders, and bellies

ACKNOWLEDGEMENTS

The Technical Education and Skills Development Authority (TESDA) would like to recognize the participation and commitment of the industry stakeholders and their representatives who provided their time and expertise in the development of this Competency Standards.

THE TECHNICAL EXPERT PANEL (TEP)

MR. JULIUS A. JAVIER

KFM Marketing
Unit 2407 Prestige Condominium F. Ortigas
Jr. Road, Ortigas Center, Pasig City

MR. JOHN RAY R. MIEDES

Rublou Meat Product and Abattoir
7th Floor Penthouse Corporate Office,
Rublou Business Center, Ortigas Avenue,
Extn. Cainta, Rizal

MR. ALEXIS P. SABILE

Rublou Meat Product and Abattoir
7th Floor Penthouse Corporate Office, Rublou
Business Center, Ortigas Avenue, Extn.
Cainta, Rizal

MS. KHEYCELYN L. HERRERA

Rublou Meat Product and Abattoir
7th Floor Penthouse Corporate Office,
Rublou Business Center, Ortigas Avenue,
Extn. Cainta, Rizal

DR. GRACIA SENAYBE

Bureau of Animal Industry
BAI Compound, Visayas Ave., Diliman,
Quezon City

THE NCR ABDD-TVET TECHNICAL WORKING GROUP (TWG)

MARK ANGELO GERVACIO

TESDA-National Capital Region
Building 15, TESDA Complex
East Service Road, South Luzon
Expressway, Fort Bonifacio, Taguig City

RIZZIELYN R. PEREYRA

TESDA-National Capital Region
Building 15, TESDA Complex
East Service Road, South Luzon Expressway,
Fort Bonifacio, Taguig City

KENNETH V. LOMBOS

TESDA-CaMaNaVa
C3 Road corner Virgo Drive, Brgy. NBBS,
Kaunlaran, Navotas City

RENE BOY A. ESCUBAN

TESDA-Manila
Carlos Palanca St. Cor. Helios St., Sta. Cruz,
Manila

EDEN F. TUGADE

TESDA-PaMaMariSan
2ND Flr. NTTA Bldg., MPC Compound, Mayor
Chanyungco St., Sta. Elena, Marikina City

LIZA MARIE V. GAWE

TESDA-PaMaMariSan
2ND Flr. NTTA Bldg., MPC Compound, Mayor
Chanyungco St., Sta. Elena, Marikina City

KRISTEL MARINE C. LABRADOR

TESDA-PasMak
TESDA NCR-Annex A Building, TESDA
Complex East Service Road
South Luzon Expressway, Fort Bonifacio
Taguig City

LEIZELLE R. GUAMOS

TESDA-MuntiParLasTaPat
Building 8, TESDA Complex
East Service Road, South Luzon Expressway,
Fort Bonifacio, Taguig City

ANGELICA A. NALO

TESDA Quezon City
Bituan St., Cor. Bayani Rd., Brgy. Dona
Imelda G. Araneta Ave., Quezon City

NELSON T. EFREN

TESDA-PasMak
TESDA NCR-Annex A Building, TESDA
Complex East Service Road
South Luzon Expressway, Fort Bonifacio
Taguig City