

TRAINING THE NATURAL WAY

THE APPRENTICESHIP

This qualification is designed for those wishing to work towards a Level 2 Certificate within the meat/food industry. It covers various aspects of competence in a range of practical skills.

Duration of Course

Normal time allowed for completion is between 13 and 18 months. If there are other circumstances involved we can allow more time to complete.

Delivery

The course is run at your place of work, there is no need for your employer to lose you for a day, and training is bought and tailored to you. Visits will take place every 6-8 weeks and take 2 to 3 hours with your designated assessor.

What exactly will I have to do? What actual Qualification will I achieve?

The apprenticeship as a whole is made up of these, as follows:

- **Level 2 in Certificate for Proficiency in Meat and Poultry Industry Skills** - This is assessed by practical observations by an assessor in your workplace, verbal questions and workbooks
- **Functional Skills** - this covers English and Maths at Level 1. Through the evidence you collect for your Level 2 Certificate you will be able to meet the criteria for the Functional Skills. You will need to complete an exam for maths, the English will require an exam for reading, writing and 2 communication assessments will take place.

You will also need to complete additional criteria for the apprenticeship framework:

- The Personal Learning and Thinking Skills (PLTS) which looks at independent enquiry, creative thinking, reflective learning, teamwork and self effective management participation.
- The Employer Rights and Responsibilities, which looks at the rights and obligations to ensure the legal rights of both the employer and the employee are protected.
- Guided Learning Hours Logbook. This requires you to record your on-station training received e.g. breaking down a forequarter of beef into primal cuts.

What support will I receive?

You will be visited by a qualified assessor in your workplace who will also help you with targets and objectives. In addition to this you will receive telephone tutorials once every 2 weeks to check your progress. There is also the option to email your trainer/assessor with any queries.

Entry requirements

In order to join the Apprenticeship you will need to be keen, motivated, show initiative and be literate and numerate (although in some cases additional support can be given). No formal qualifications required.

Please understand that the apprenticeship is suitable for those who are prepared to work hard and organise themselves in order to meet agreed objectives (there is homework involved). This is a

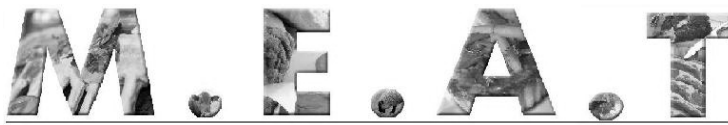
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M.E.A.T
(Ipswich) Limited



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demanding qualification, but it will prove invaluable if you want a progressive career within the meat/food industry.

The Apprenticeship Program produces a person who:

1. Is competent in a range of practical skills.
2. Has successfully adapted to the world of work.
3. Can work successfully alone or as part of a team.
4. Will have a butchery qualification Level II.
5. Will achieve Functional Skills Level I in English and Maths. You may transfer from an Apprenticeship to an Advanced Apprenticeship on completion of your Individual Training Plan, if assessed to be suitable.

Telephone Tutorials

During your training you will receive 2 weekly phone calls from a member of MEAT staff/mentor on a day and time that best suits you and your company. During these calls general issues will be discussed along with any problems you, your employer, your assessor, member of MEAT staff or your mentor may have. MEAT Ipswich Ltd has a duty of care to make sure you are working in a safe and harassment free environment. This can be your chance to voice problems and queries and gain additional support. Telephone tutorial will be recorded unless requested not to be.

The 6-12 Weekly Review

Approximately every 6-12 weeks MEAT would like you and your employer to take an in-depth look into your progress in eight main areas along with safeguarding issues:

1. Practical Skills Gained
2. SMART (Specific, Measurable, Achievable, Realistic, Time bound) objectives for 3 months
3. Health & Safety
4. Equality & Diversity
5. Training Provider comments on Progress
6. Work related targets
7. Functional Skills
8. Progress of your additional workbooks.

This is essential for you to be able to progress. The review enables all to look back at achievements and skills gained and set new S.M.A.R.T objectives. Experience has proved learners become competent far quicker knowing exactly what is expected of them, motivation is improved therefore your employer rapidly gain a highly skilled member - YOU.

Assessments

Assessments will be discussed and carried out at your work place. Suitable evidence from you can be varied. It can be photographs, videos, written documents, witness testimonies from you or a supervisor, workbooks and completed assessments (questioning and observations). Your assessor/mentor/trainer will discuss this with you.

Assessment Visits

Assessment visits range from 2-3 hours which will consist of practical assessments, verbal questionings, reviews and written exams.

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