

SKILLED**TRADES**^{BC}

Personal Record Book

Meatcutter

This is your Record Book!

DO NOT SUBMIT TO SkilledTradesBC

This is not required to achieve certification

- It is a record of your progress towards achieving certification in the trade
- It provides a record of your experience
- It is your responsibility to keep it up-to-date
- Take it with you if you change employers

Note: Employers and supervisors are not responsible for keeping your Record Book up-to-date. They are responsible for sign-off of hours and sign-off of competencies once you have achieved the required level of skills and knowledge.

APPRENTICE IDENTIFICATION

Trade: MEATCUTTER

Legal First Name:		Legal Last Name:	
Suite Number:	Street Number and Name:		
City:		Province:	Postal Code:
Telephone Number:		Email Address:	

Work Safely!

A safe work attitude contributes to an accident free environment. Accident prevention and safe working conditions are the responsibility of both employers and employees.

Wear the required personal protective equipment, follow safe work practices and follow all safety regulations applicable to specific job activities.

Employer's responsibilities:

- Provide and maintain safety equipment and protective devices
- Ensure proper safe work clothing is worn
- Enforce safe work procedures
- Provide safeguards for machinery, equipment and tools
- Observe all accident prevention regulations
- Train employees in safe use and operation of equipment

Employee's responsibilities:

- Work in accordance with the safety regulations pertaining to job environment
- Work in such a way as not to endanger themselves or fellow workers.

CONTENTS

APPRENTICE IDENTIFICATION.....	2
CONTENTS.....	3
EMPLOYER INFORMATION.....	4
WORKPLACE HOURS	6
DATE (TO-FROM)	7
EMPLOYER	7
HOURS.....	7
TOTAL HOURS	7
RECORD OF COMPETENCIES	8
LEVEL 1	9
LEVEL 2	15
MISSING COMPETENCIES?	19
TECHNICAL TRAINING	20
COMPLETION REQUIREMENTS.....	21
CERTIFICATIONS	22

EMPLOYER INFORMATION

Originating Employer

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	*TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

*TWID # – Trade Worker Identification Number

If you have more than one employer during your apprenticeship, record the information for subsequent employers on the following page(s).

If your job ends or you change employers...

Before leaving your place of employment:

- Please have your sponsor update your Work Based Training hours on their [SkilledTradesBC Portal account](#).
- Update Record of Competencies with your supervisor.
- Confirm with your employer that your workplace hours have been reported to SkilledTradesBC, and if possible, get a copy of all Work-Based Training Hours reports submitted.
- Notify SkilledTradesBC of the change in your employment by submitting an [Online Registration Request](#) with your new employer on the SkilledTradesBC Portal.

When re-employed...

You must be registered with your new employer before submitting any work-based training hours to the SkilledTradesBC.

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

WORKPLACE HOURS

Instructions

Make an entry in this section each time your hours are reported to SkilledTradesBC.

1. Get a copy of the *Workplace Hours Report* from your employer.
2. Fill in the dates of the reporting period and the hours reported.
3. Enter your employer name, address and phone number.
4. Keep your Record Book in a safe place.

Workplace Hours

Workplace hours must be submitted to SkilledTradesBC by your employer on a regular basis. Your hours should be reported at least every six months; however, every three months is preferred.

At the beginning of your apprenticeship discuss the frequency of reporting with your employer.

Keeping Workplace hours up-to-date in your Record Book gives you the tools to better manage your apprenticeship. It provides you with the opportunity to:

- Follow up with your employer each reporting period to ensure your hours are reported on a regular basis.
- Discuss your progress with your direct supervisor/journeyperson on a regular basis.

RECORD OF COMPETENCIES

Instructions

The Record of Competencies is filled out and signed-off by the journeyperson supervising your work.

1. Know what skills are expected at each level of the program.
2. Ask the journeyperson to sign off on the competency when you have acquired the skills and are able to perform the task without supervision.
3. If the journeyperson agrees that you have the required skills, they will:
 - Record the date that the competency was achieved
 - Sign off on the competency
 - Enter their Trades Worker Identification Number (TWID #)

What is a Record of Competencies?

The Record of Competencies lists all competencies you should be knowledgeable in prior to receiving your certification. Keeping this section up to date will allow you to track your progress towards certification and demonstrate proficiency in the skills within the scope of your trade. Completion of the entire program should result in you becoming a skilled and knowledgeable journeyperson.

- Refer to this section periodically to ensure you are getting the work experience you need.
- Use the competencies as a guide to ensure work tasks are assigned so that you acquire the skills and knowledge required to be successful in the trade.

Review the Record of Competencies on a regular basis with your direct supervisor/journeyperson to ensure they have been completed.

Program Outline

The Program Outline provides detailed information on the scope of knowledge and skills expected at each level of the program, further defining the competencies listed in the Record Book. The Program Outline is a great resource for developing a training plan.

Download from: <https://skilledtradesbc.ca/meatcutter>

Apprenticeship Toolkit

For general information on apprenticeship and tips for navigating the apprenticeship system in BC visit SkilledTradesBC's website to learn about the [apprenticeship basics](#).

LEVEL 1

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/meatcutter>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE A: OCCUPATIONAL SKILLS

- ☐ Describe personal attributes and professionalism in the workplace.
- ☐ Describe roles and responsibilities in the workplace.
- ☐ Describe meatcutting occupations and necessary skill diversity.
- ☐ Describe meatcutting training programs and certification pathways.
- ☐ Describe workplace hazards (WHMIS) (prerequisite).
- ☐ Describe general safety and lifting practices.
- ☐ Describe shop safety and lockout practices.
- ☐ Describe basic first aid procedures.
- ☐ Describe basic fire and emergency procedures and regulations.
- ☐ Describe the use of personal safety equipment.
- ☐ Describe WorkSafeBC regulations in the workplace.
- ☐ Describe food safety procedures (FoodSafe Level 1 prerequisite).
- ☐ Describe the principles of Hazard Analysis-Critical Control Points (HACCP).
- ☐ Describe temperature control procedures and protocols.
- ☐ Describe the procedures to maintain workplace sanitation.
- ☐ Describe the procedures to maintain personal hygiene.
- ☐ Identify knives and common types of hand tools and their uses.
- ☐ Describe the maintenance and safety precautions of knives and hand tools.
- ☐ Identify common types of power tools and equipment.
- ☐ Describe receiving procedures.

- ☐ Identify storage temperatures and procedures.
- ☐ Describe the principles of reducing waste, re-using, and recycling materials.
- ☐ Describe basic ordering procedures.
- ☐ Describe retail packaging procedures.
- ☐ Describe product labelling procedures and regulations.

LINE B: HANDLING MEAT, POULTRY AND, SEAFOOD

- ☐ Describe the characteristics of meat.
- ☐ Describe the aging, blooming, and tenderness factors of meat.
- ☐ Describe the nutritional elements of meat (basic).
- ☐ Describe diseases associated with meat (basic).
- ☐ Describe allergies and sensitivities associated with meat.
- ☐ Identify meat inspection levels and agencies.
- ☐ Define the meat inspection process.
- ☐ Describe grading regulations for meat.
- ☐ Describe meat grading categories and factors.
- ☐ Describe grading regulations for poultry.
- ☐ Describe grading categories and factors for poultry.
- ☐ Identify correct meat handling and storage procedures.
- ☐ Identify correct poultry handling and storage procedures.
- ☐ Identify correct seafood handling and storage procedures.
- ☐ Identify tenderness factors associated with meat and poultry.
- ☐ Identify cooking methods used for meat, poultry and seafood.

LINE C: BEEF

- ☐ Identify primal cuts of beef.
- ☐ Identify sub-primal cuts of beef.
- ☐ Describe wholesale and boxed cuts of beef.
- ☐ Describe retail cuts of beef.
- ☐ Describe beef variety meats and offal.

LINE D: VEAL

- ☐ Identify primal cuts of veal.
- ☐ Identify sub-primal cuts of veal.
- ☐ Describe wholesale and boxed cuts of veal.
- ☐ Describe retail cuts of veal.

LINE E: PORK

- ☐ Identify primal cuts of pork.
- ☐ Identify sub-primal cuts of pork.
- ☐ Describe wholesale and boxed cuts of pork.
- ☐ Describe retail cuts of pork.

LINE F: LAMB

- ☐ Identify primal cuts of lamb.
- ☐ Identify sub-primal cuts of lamb.
- ☐ Describe wholesale and boxed cuts of lamb.
- ☐ Describe retail cuts of lamb.

LINE G: POULTRY

- ☐ Identify types and varieties of poultry.
- ☐ Describe wholesale cuts of poultry.
- ☐ Describe retail cuts of poultry.

LINE H: LINE H: SEAFOOD AND FRESHWATER FISH

- ☐ Describe types of salt and freshwater fish.
- ☐ Describe types of mollusks.
- ☐ Describe types of crustaceans.
- ☐ Describe quality indicators for fish and shellfish.
- ☐ Identify common market forms of fish and shellfish.
- ☐ Describe retail cuts of fish.

PRACTICAL

LINE A: OCCUPATIONAL SKILLS

- ☐ Demonstrate the correct use and maintenance of common types of power tools and equipment.
- ☐ Perform basic trade mathematics.
- ☐ Convert weights and prices between the Metric and Imperial / US systems.

LINE B: HANDLING MEAT, POULTRY AND, SEAFOOD

- ☐ Perform correct de-boning procedures.
- ☐ Perform correct trimming procedures.
- ☐ Perform correct portioning procedures.
- ☐ Perform correct tying and wrapping procedures.

LINE C: BEEF

- ☐ Break beef into primal cuts.
- ☐ Cut beef into sub-primal cuts.
- ☐ Cut and process beef sub-primals.

LINE D: VEAL

- ☐ Break veal into primal cuts.
- ☐ Break veal into sub-primal cuts.
- ☐ Cut and process veal sub-primals.

LINE E: PORK

- ☐ Break pork into primal cuts.
- ☐ Cut pork into sub-primal cuts.
- ☐ Cut and process sub-primals of pork.

LINE F: LAMB

- ☐ Break lamb into primal cuts.
- ☐ Cut lamb into sub-primal cuts.
- ☐ Cut and process sub-primals of lamb.

LINE H: SEAFOOD AND FRESHWATER FISH

- ☐ Perform correct filleting procedures for fish.
- ☐ Perform correct steaking procedures for fish.
- ☐ Perform correct portioning procedures for fish.

Supervisor Signature

NOTES FROM LEVEL 1

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

LEVEL 2

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/meatcutter>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE A: OCCUPATIONAL SKILLS

- ☐ Describe ordering procedures.
- ☐ Describe basic inventory procedures.
- ☐ Describe and perform shrink analysis.
- ☐ Describe the principles of pricing analysis.
- ☐ Describe common mark-up and mark down procedures.
- ☐ Describe the principles of gross and net profit analysis.
- ☐ Describe the calculation of wage cost and dollar per man hour.
- ☐ Describe the importance of understanding customer needs.
- ☐ Describe the procedures for dealing with customer complaints.
- ☐ Describe customer service practices and procedures.
- ☐ Describe team building and leadership skills.
- ☐ Describe conflict resolution techniques.
- ☐ Describe stress management techniques.
- ☐ Describe effective problem solving and decision making.
- ☐ Describe the principles of display case layout and management.
- ☐ Describe the procedures associated with product merchandizing.

LINE B: HANDLING MEAT, POULTRY AND, SEAFOOD

- ☐ Describe the nutritional elements of meat (advanced).
- ☐ Describe diseases associated with meat (advanced).

- ☐ Describe the chemical changes associated with slaughter.
- ☐ Compare properties of seafood and meat.
- ☐ Describe the sustainability of our food supply.
- ☐ Describe the grading and inspection of game.
- ☐ Identify correct game handling and storage procedures.
- ☐ Determine the best cooking method for various cuts of meat, poultry, and seafood.
- ☐ Describe the marinating and tenderizing of meat, poultry, and seafood.
- ☐ Describe the preparation of stuffed and ready to cook products.

LINE C: BEEF

- ☐ Describe specialty cuts of beef.
- ☐ Describe processed cuts of beef.

LINE D: VEAL

- ☐ Identify correct game handling and storage procedures.

LINE E: PORK

- ☐ Describe specialty cuts of pork.
- ☐ Describe processed cuts of pork.
- ☐ Describe pork variety meats and offal.

LINE F: LAMB

- ☐ Describe specialty cuts of lamb.
- ☐ Describe lamb variety meats and offal.

LINE G: POULTRY

- ☐ Describe specialty cuts of poultry.
- ☐ Describe poultry variety meats and offal.

LINE H: LINE H: SEAFOOD AND FRESHWATER FISH

- ☐ Describe specialty or value added seafood items.

LINE I: GAME

- ☐ Identify types and varieties of hoofed game.
- ☐ Identify types and varieties of game birds.
- ☐ Describe wholesale cuts of game.
- ☐ Describe retail cuts of game.
- ☐ Describe specialty cuts of game.

LINE J: PROCESSED PRODUCTS

- ☐ Describe fresh sausage types and styles.
- ☐ Describe ingredient selection and product ratios used in fresh sausage making.
- ☐ Describe flavouring and seasoning ingredients.
- ☐ Describe fresh sausage production procedures.
- ☐ Identify types of common ready to serve sausage products.

Supervisor Signature

NOTES FROM LEVEL 2

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

MISSING COMPETENCIES?

To develop the best journeyperson possible employers should attempt to provide training in all competencies for the trade. This is not always possible.

If your employer is unable to provide training in any competency required for your trade, note that competency below. Competencies listed here will remain unsigned until your employer can provide training in that area or until you find an alternate way to gain the experience needed.

Competency:	Date:
Reason:	
Alternate plan:	

Competency:	Date:
Reason:	
Alternate plan:	

TECHNICAL TRAINING

Instructions

Keep a record of each level of technical training completed.

Level 1

Date Completed:	Training Provider:
Mark:	Instructor:

Level 2

Date Completed:	Training Provider:
Mark:	Instructor:

Level 3

Date Completed:	Training Provider:
Mark:	Instructor:

Level 4

Date Completed:	Training Provider:
Mark:	Instructor:

COMPLETION REQUIREMENTS

Instructions

Keep a record of each program completion requirement achieved.

MEATCUTTER

- ☐ Level 1 - Technical Training
- ☐ Level 2 - Technical Training

- ☐ 4,500 Work-Based Training Hours

- ☐ SkilledTradesBC Certificate of Qualification Exam
- ☐ Recommendation for Certification signed by sponsor

Note: After all other completion requirements have been met, SkilledTradesBC sends a Recommendation for Certification form to the sponsor requesting signoff.

CERTIFICATIONS

Instructions

Keep a record of the credentials and endorsements you have earned, including the certification number and date of issue.

CREDENTIAL EARNED	NUMBER	DATE OF ISSUE

*If you have any questions, please contact SkilledTradesBC
Customer Service at customerservice@skilledtradesbc.ca
778-328-8700 or toll free (within BC) at 1-800-660-6011*