

Name Here - Meat Processing Apprenticeship Learner Competency Workbook

This workbook constitutes the personalized learning plan for Apprentices. The personalized learning plan will describe the resource(s) intended to be used for each apprenticeship. This workbook is not a binding contract, but a plan expected to be followed in good faith by all parties.

Regional Sustainable
Development Partnerships

UNIVERSITY OF MINNESOTA
EXTENSION



Apprenticeship Workbook Introduction

A structured apprenticeship is a training program in which most of the training occurs in a hands-on nature in meat processing workplaces where trainees will be working post training. Training will be provided by the skilled workers within those workplaces. A key component of this structured apprenticeship is a clearly defined set of learner outcomes, with a level of competency described for each outcome the trainee will achieve during the apprenticeship. This workbook will identify specific Learner Outcomes/Competencies an apprentice is expected to be taught and expected to learn or master.

This Apprenticeship Framework is described in terms of what the apprentice is expected to learn and be able to do by the time the apprenticeship is concluded. The specific ways, tasks, and steps in which the apprentice is trained is left to the trainer to determine.

Within each learner a level of competency will be described as follows:

Beginner: The apprentice has little or no Knowledge or Skill in the competency area. This is the level of a person awaiting training in the knowledge or skills of the competency area.

Novice: the learner has a basic knowledge or skill, such as knowing necessary terminology, and has observed a demonstration of the skill and is able to express the knowledge to another person verbally or in writing. The novice level is attained when the learner has performed the work steps of the competency in a hand-over-hand manner guided by the trainer and can perform those steps under close observation with limited coaching.

Intermediate; The learner has a working knowledge of the competency but is likely to need a resource to reference, this resource could be a person able to answer questions or instructional materials. The learner has performed/demonstrated the tasks or skills under close supervision to the point that the learner can perform the competency independently under indirect observation of an instructor or skilled co-worker.

Advanced: The learner has mastered the knowledge within the competency to the point that she/he could provide a detailed explanation of the knowledge to a beginner, consumer, or an examiner. The learner can perform the skill steps within the competency with speed and proficiency expected of a production worker with little or no direct supervision and only occasionally needs coaching or assistance. In the case of a business competency, the learner has a mastery of the competency sufficient to perform the tasks independently.

Apprenticeship Career Objectives**Meat Cutter, Butcher, Meat Processing Manager/Entrepreneur**

This apprenticeship is intended for a trainee who desires a career in meat processing and production leading to management on the track to ownership of a small scale meat processing business.

This type of apprenticeship may include business management learning from outside of the meat cutting training site, such as a community college or working with an agency that provides Entrepreneurship training and support. Planning for this training needs to precede the apprenticeship.

An individualized apprenticeship is intended to prepare the apprentice for a meat processing career in a management, entrepreneurship, or ownership position. However, should the apprentice later choose not to enter into a management or ownership position, they will still be prepared in terms of skill and education for a career as a master butcher.

The Apprenticeship Site Coordinator and the training site are fully responsible for all safety/sanitation training, and ensuring that safety procedures have been reviewed with the prospective apprentice. Personal protective equipment (PPE) is provided to the prospective apprentice to ensure that the prospective apprentice has a safe career exploration experience.

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Personalized Provisions of this Apprenticeship

Expected Start Date: _____ Expected End Date: _____

Anticipated Weekly Training Schedule: _____ Rate of Pay: _____

Paid time off (if any): *Describe briefly or cite reference if in a separate document*

Benefits: *Describe briefly or cite reference if in a separate document*

General Description of Anticipated Training Sequence: _____

General description of post-apprenticeship plans if any ongoing relationship is expected: _____

Learner Outcomes/Competencies

1. Safety Competencies

Prior to or at the beginning of the apprenticeship, each trainee will complete a workplace safety module and shall demonstrate advanced level mastery of the knowledge and skills of workplace safety including but not limited to the following:

- Proper use of Personal Protective Equipment (PPE) appropriate for work in a meat processing setting such as head protection or hardhats, protective eyewear, appropriate footwear, protective gloves, appropriate clothing, etc.
- When PPE should be used
- Safe techniques for handling livestock during slaughter (if slaughter is to be a part of their apprenticeship)
- Proper techniques for safely using each piece of power equipment likely to be used during the apprenticeship.
- Proper lifting techniques including those unique to meat processing.
- Proper and safe use of knives and other handheld tools

At the beginning of each apprenticeship, the apprentice shall be provided site-specific safety training by the site operator. As the apprenticeship proceeds, ongoing safety training shall be provided to the apprentice each time the apprentice is assigned to use a piece of equipment or a task in which the apprentice has not previously been trained in safe practices. Prior to the end of the apprenticeship, the apprentice shall be trained in all aspects of worker safety to the **advanced level**.

Notes:

Personalized Plan Components/Adaptations:

2. Food Production Safety and Safe Food Handling Principles

- Knows and understands the major components of a Hazard Analysis Critical Control Point (HACCP) plan at the **advanced level**.
- Has the knowledge and ability to comply with all critical point controls for food processing as described in the processing facility’s HACCP plan and has performed the tasks under close supervision until **intermediate level** proficiency is achieved.
- Knows the meat processing specific procedures and requirements; such as temperatures, storage time limitations, product inspection, and other factors for safe handling and processing of meat from intake to delivery to the customer and has performed the tasks under close supervision until **intermediate level** proficiency is achieved and under close or indirect observation until **advanced level** proficiency is achieved.

*Specific plans for the apprentice to be either trained or well-versed in HACCP are to be outlined in the Personalized Plan Components section.

Notes:

Personalized Plan Components/Adaptations:

3. Equipment Setup, Use, and Maintenance

- Knows the name, purpose, function and use, and limitations of each tool and machine in the processing facility at an advanced level.
- Knows how to and is able to set up and use techniques for the proper use of each tool and machine in the processing facility, and has performed the tasks under close supervision until **intermediate level** proficiency is achieved, and under close or indirect observation until **advanced level** proficiency is achieved
- Knows how to and is able to properly and safely use each each tool and machine in the processing facility and has performed the safe use of each tool and machine under close supervision until **intermediate level** proficiency is achieved, and under close or indirect observation until **advanced level** proficiency is achieved
- Knows how to and is able to properly clean and sanitize each tool and machine in the processing facility, and has performed the cleaning and sanitizing of each tool and machine under close supervision until **intermediate level** proficiency is achieved, and under close or indirect observation until **advanced level** proficiency is achieved
- Knows how to and is able to provide basic and preventative maintenance for each tool and machine in the processing facility and has conducted machine and tool maintenance under close supervision to the novice level and knows where and how to obtain expert maintenance services for tools and equipment at the advanced level.

Notes:

Personalized Plan Components/Adaptations:

4. Slaughter Competencies

- Knows how to and has the ability to handle livestock and birds to safely move them from holding areas onto or into the kill floor, including techniques to minimize exciting or injuring the animal, and has performed the tasks under close supervision until **intermediate level** proficiency is achieved and under close or indirect observation until **advanced level** proficiency is achieved
- Understands the impact on meat quality that results from improper handling of live animals prior to slaughter at the **advanced level**.
- Knows and is able to use the proper tools and methods for humanely killing the animal and has performed the tasks under close supervision until **intermediate level** proficiency is achieved, and under close or indirect observation until **advanced level** proficiency is achieved
- Knows and is able to use the proper tools and methods for proper bleeding of the animal and has performed the tasks under close supervision until **intermediate level** proficiency is achieved and under close or indirect observation until **advanced level** proficiency is achieved.
- Knows and is able to use the proper tools and methods for properly removing the hide, feathers, etc. from the animal while keeping the carcass clean and uncontaminated and has performed the tasks under close supervision until **intermediate level** proficiency is achieved and under close or indirect observation until **advanced level** proficiency is achieved
- Knows and is able to use the proper tools and methods for removing the offal from the animal while keeping the carcass clean and uncontaminated and has performed the tasks under close supervision until **intermediate level** proficiency is achieved and under close or indirect observation until **advanced level** proficiency is achieved
- Knows and is able to properly handle and dispose of hide, offal and other waste following slaughter and has performed the tasks under close supervision until **intermediate level** proficiency is achieved and under close or indirect observation until **advanced level** proficiency is achieved

Notes:

Personalized Plan Components/Adaptations:

5. Carcass Aging and Carcass Breakdown

- Knows how to and is able to manage the proper aging times for each species of animal processed and the proper and safe handling/storage of carcasses, and has performed the tasks under close supervision until **intermediate level** proficiency is achieved and under close or indirect observation until **advanced level** proficiency is achieved
- How and has the skills to properly trim a carcass, to minimize waste, and to comply with customer orders, and has performed the tasks under close supervision until **intermediate level** proficiency is achieved and under close or indirect observation until **advanced level** proficiency is achieved
- Knows the primary cuts of meat on each animal processed and is able to efficiently and effectively break down a carcass into those primary cuts to result in the maximum yield of the most valued customer cuts of meat and has performed the tasks under close supervision until **intermediate level** proficiency is achieved and under close or indirect observation until **advanced level** proficiency is achieved.

Notes:

Personalized Plan Components/Adaptations:

6. Meat Cutting

- Knows the final cuts of meat on each animal or bird processed and is able to efficiently and effectively break down each primary cut into those final cuts, or whole bird to its final cuts, to result in the maximum yield of the most valued customer cuts of meat, and has performed the tasks under close supervision until **intermediate level** proficiency is achieved and under close or indirect observation until **advanced level** proficiency is achieved.
- Knows the most common customer cuts of meat on each animal or bird processed and is able to efficiently and effectively reduce each final cut to obtain the maximum yield of the most valued customer cuts of meat and has performed the tasks under close supervision until **intermediate level** proficiency is achieved and under close or indirect observation until **advanced level** proficiency is achieved.
- Knows how to and is able to separate meat from bone with the minimum amount of waste and in a manner that produces the highest quality customer product and has performed the tasks under close supervision until **intermediate level** proficiency is achieved and under close or indirect observation until **advanced level** proficiency is achieved.
- Knows how to and is able to use all machines and tools to safely produce the highest quality customer cuts and has performed the tasks under close supervision until **intermediate level** proficiency is achieved and under close or indirect observation until **advanced level** proficiency is achieved.
- Knows how to and is able to trim, in accordance with customer orders, and to manage trim and waste to produce the customer-desired specially processed products such as ground meat, patties, links, and unique cuts such as a standing rib roast, and has performed the tasks under close supervision until **intermediate level** proficiency is achieved and under close or indirect observation until **advanced level** proficiency is achieved.

Notes:

Personalized Plan Components/Adaptations:

7. Wrapping and Packaging Customer Cuts

- How to and has the ability to wrap and package cuts in accordance to customer wishes, with appropriate materials, and in a food-safe manner, and has performed the tasks under close supervision until **intermediate level** proficiency is achieved, and under close or indirect observation until **advanced level** proficiency is achieved.
- Understands the impact on meat quality that results from improper packaging of meat at the **advanced level**.
- Knows and is able to use the proper tools and methods for wrapping and packaging cuts (vacuum sealing, etc.) and has performed the tasks under close supervision until **intermediate level** proficiency is achieved, and under close or indirect observation until **advanced level** proficiency is achieved.

Notes:

Personalized Plan Components/Adaptations:

8. Specialty Meat Processing

- Knows how to effectively follow recipes and is able to properly use the technical steps to further process meat into specialty products such as sausage and bacon, and has performed the tasks under close supervision until **intermediate level** proficiency is achieved and under close or indirect observation until **advanced level** proficiency is achieved.
- Knowing and is able to carry out food-safe methods of preparation for curing, sausage making, etc., including temperature-based and moisture-based preservation methods, and has performed the tasks under close supervision until **intermediate level** proficiency is achieved and under close or indirect observation until **advanced level** proficiency is achieved.
- Knows the principles of safe handling and storage for both raw and ready-to-eat specialty meat products, and has performed the tasks under close supervision until **intermediate level** proficiency is achieved and under close or indirect observation until **advanced level** proficiency is achieved.

Notes:

Personalized Plan Components/Adaptations:

9. Meat Processing Regulations

- Knows the basic principles of meat processing regulations and inspection to properly follow technical steps for sanitation, safety, meat processing, packaging and storage in the processing facility, and has performed these tasks under close supervision until **intermediate level** proficiency is achieved and optionally under close or indirect observation until **advanced level** proficiency is achieved
- If the apprentice is on the ownership and management track, they must demonstrate **advanced level proficiency** of these learner outcomes.

Notes:

Personalized Plan Components/Adaptations:

10. Customer Service

- Knows the basic principles of excellent customer service and hospitality, and has shown quality customer service abilities under close supervision until **intermediate level** proficiency is achieved and optionally under close or indirect observation until **advanced level** proficiency is achieved.

- If the apprentice is on the ownership and management track, they must demonstrate **advanced level proficiency** of these learner outcomes.

Notes:

Personalized Plan Components/Adaptations:

11. Meat Inventory and Order Control System

- Inventory and order control systems vary widely from business to business. The apprentice should be able to use and understand the inventory and order control system at their apprenticeship site at an **intermediate level** proficiency, and under close or indirect observation until **advanced level** proficiency is achieved.
- If the apprenticeship is intended to lead to ownership and/or management, she/he must demonstrate **advanced level proficiency** of these learner outcomes.

Notes:

Personalized Plan Components/Adaptations:

The following is an illustration of how the business management section of the apprenticeship would work for a client of LEDC. Other educational avenues such as non-LEDC courses for HACCP, food management/safety, etc. will be available as well. LEDC courses will be online and synchronous.

Business Management Learner Outcomes/Competencies to be Acquired during the Meat Processing Ownership/Entrepreneurship Section of the Apprenticeship.

When possible, the following learner outcomes will be achieved as part of the Meat Processing Apprenticeship. When that is not possible due to limitations at the Apprenticeship Site, arrangements need to be made on a case by case basis to obtain the Learner Outcomes through a different source. In some cases, where an apprentice has no desire for business ownership, these Ownership/Entrepreneurship items may be omitted from the Individual Apprenticeship Plan.

As with the overall apprenticeship, the Business Ownership and Management section of the Competencies will be individualized. There are several ways in which the Business Ownership and Management will be uniquely different from the Meat Processing portion of the apprenticeship. Some apprentices may begin the program with no interest or desire to move into ownership or management. In those cases, the Individualized Apprenticeship Plan will state that the Business Ownership and Management Competencies are not included in the plan.

Apprentices who are interested in Business Ownership and Management may acquire the competencies in several ways, including but not limited to the following:

- a) *Direct Instruction from staff at the Apprenticeship Site including local business professionals such as accountants, bankers, and lawyers*
- b) *Enrollment in Classes at a Post Secondary Institution*
- c) *Enrollment in online classes from any of a variety of sources*
- d) *Enrollment, virtual or in person, in courses offered by an Economic Development organization such as the Latino Economic Development Center*
- e) *Courses, seminars, and personal instruction from resources such as Small Business Development Centers.*
- f) *Any combination of the above.*

Notes:

Meat Processing Business Ownership and Management Competencies:

1. Small Business (Meat Processing) Management

- a) The apprentice understands and is able to communicate to others the role of the owner within the industry, as well as owner responsibilities for business ownership and management competencies numbered 2 through 8
- b) The apprentice understands and is able to apply and communicate principles of leadership and management.
- c) The apprentice understands and is able to apply and communicate principles of business decision-making
- d) The apprentice understands and is able to apply problem-solving skills and methods to management of business, employees, etc.
- e) The apprentice understands and is able to apply and communicate the process of establishing organizational ethics and culture
- f) The apprentice understands and is able to communicate the importance of the business' role in the community and community relations

Notes:

2. Writing a Business Plan for a Small Meat Processing Operation

- a) The apprentice understands and is able to communicate the importance of the components of a business plan, including but not limited to:
- i) An executive summary of the business plan - this is a brief summary of all components of your business
 - ii) Products/services offered - including any specialization within meat processing and their importance in the business
 - iii) Market analysis - including describing the meat processing industry, key players, competitors, industry outlook, customers, etc.
 - iv) Operations strategy and implementation - how the business will produce its goods and services, size of the business/number of employees, description of the equipment and facilities used
 - v) Organization - key management positions in the business and their respective roles and responsibilities, organizational structure, employees/staffing and their responsibilities
 - vi) Financial & Administrative plan - includes financial projections, outlines essential financial documents, and identifies key financial advisors to the management team. Also details when and how external professional services such as accounting, legal, maintenance, purchasing, etc. will be used
 - vii) Transition plan - a plan detailing the sale and selling process to a different owner when appropriate

Notes:

Personalized Plan Components/Adaptations:

3. Financing of a Small Business

a) The apprentice is able to understand and communicate the importance of the financing process for a small business, including:

- i) Typical sources of financing for the small scale meat industry, including federal programs and local programs
- ii) Types of financing instruments
- iii) Working with investors, partners, and others who might provide financing
- iv) Preparation needed to approach financial sources.
- v) Financial advice resources such as a SBDC (small business development center) or EDA (economic development authority)
- vi) The purpose and structure of grants and special loan programs and how to apply to them
- vii) Financial instruments to avoid

Notes:

Personalized Plan Components/Adaptations:

4. Small Business Bookkeeping, Accounting, Financial Reporting

a) The apprentice should understand, communicate the importance of, and apply the following elements of small business bookkeeping, accounting, and financial reporting:

- i) Principles of bookkeeping and accounting, including collecting, organizing, maintaining, reporting, and interpreting financial data about your business. Familiarity with generally accepted accounting principles (GAAP) and the accounting cycle
- ii) Small business financial reports and other items such as a cash flow statement, income statement, and balance sheet
- iii) Small business financial management, including credit and internal finances
- iv) How and when to consider engaging an external accounting or bookkeeping service

Notes:

Personalized Plan Components/Adaptations:

5. Basic Small Business Legal Matters

- a) The apprentice understands, is able to communicate the importance of, and can apply basic legal principles applicable to small businesses, including the following:
 - i) Common legal issues faced by small businesses and the legal environment for small businesses, including ethical and environmental considerations specific to meat processing
 - ii) Basics of contract law
 - iii) Basics of licensure and permits relevant to small meat processing businesses
 - iv) Liability relevant to small meat processing business, such as general liability or commercial property
 - v) Insurance requirements and regulations
 - vi) Basics of employment law; including human rights, worker safety, non-discrimination policies, hiring practices
 - vii) Intellectual property legal matters, including protecting your own intellectual property and respecting that of others

Notes:

Personalized Plan Components/Adaptations:**6. Human Resources and Employee Relations**

- a) The apprentice should understand, communicate the importance of, and apply the following processes and practices related to human resources and employee relations:
- i) Legal components of staffing and employment, including labor standards, employment agreements, breaks/leave time, immigration law compliance, occupational safety & health, poster requirements
 - ii) Recruitment and hiring
 - iii) Non-discrimination policies and rules in hiring and employment
 - iv) Right of both the employer and employee
 - v) Human resources information systems
 - vi) Employee compensation, payroll processes, and benefits

Notes:

Personalized Plan Components/Adaptations:

7. Advertising, Marketing, Community/Customer Relations

a) The apprentice understands, is able to communicate, and can apply basic principles of advertising, marketing, and customer relations, as well as the following items:

- i) Planning advertising and marketing
- ii) Budgeting for advertising and marketing alongside your business plan
- iii) Determining need
- iv) Determining effectiveness of advertising and marketing expenditures.

Notes:

Personalized Plan Components/Adaptations:

8. Meat Processing Specific Regulations

- a) The apprentice knows and understands the roles and functions of the various agencies that regulate processes of small meat processing businesses, such as MDA, MDH, USDA, etc.
- b) The apprentice understands and can communicate the importance of regulations specific to meat processing, including types of inspection and how that would affect your business

Notes:

Personalized Plan Components/Adaptations:
