

Competency Standards for Caribbean Vocational Qualifications (CVQ)

CCFPFH2005 CVQ Level 2 - Fish Handling and Processing

- 3.5 Prepare equipment for future use following workplace procedures
- 3.6 Complete all records following workplace procedures

RANGE STATEMENT

Personal protective gear includes:

- outer garments as defined by workplace
- aprons
- gloves as required
- head gear and hair restraints
- footwear as defined by industry

Grading specifications include:

- size
- condition
- quality
- labelling requirements

Operating problems include:

- poor quality fish
- problems with equipment- malfunction/ broken
- problems with materials– poor quality/condition, wrong cutting techniques used
- problems with utility services – short circuit/ no electricity/ poor or high voltage

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. What are the legal or regulatory requirements, the organisational health and safety, hygiene and environmental/conservation standards and instructions and what are the consequences if they are not followed
2. What are the facilities required to grade fish or shellfish
3. How to obtain and interpret grading specifications
4. How to identify commonly processed fish or shellfish species
5. How to set up, operate and shut down equipment required to grade fish or shellfish
6. How to grade by size
7. How to assess and grade by quality
8. What are the common quality problems and their likely causes
9. What is the importance of accuracy during grading
10. How to deal with fish or shellfish that is not fit for use
11. What action to take when the grading specification is not met
12. Why is it important to dispose of waste correctly
13. What are the limits of authority and competence and why it is important to work within those limits
14. What are the relevant records and reports to be completed and who should they be sent to

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- set up grading equipment according to specification
- start-up, operate and shut down the equipment according to specifications
- take corrective action in response to operating problems following workplace procedures
- achieve the required grading output according to specification

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be gathered through a variety of ways including direct observation, supervisor's reports, project work, practical demonstration of tasks and functions and oral and written questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to a suitable venue and all materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

FP00051

Display Fish or Shellfish for Retail Sale

Unit Descriptor:

This unit deals with the skills and knowledge required for displaying fish or shellfish for retail sale. It describes the work expectations associated with preparing, arranging and maintaining a fish or shellfish product display for retail sale.

ELEMENTS**PERFORMANCE CRITERIA**

Candidates must be able to:

1	Prepare to display fish/ shellfish products	1.1	Wear suitable personal protective gear throughout the process
		1.2	Clean and sanitize display area, equipment and accessories and take prompt action on finding any problems
		1.3	Check that sufficient clean ice is available for preparing and maintaining the display
		1.4	Review and select products available for display with regard to shelf life, demand, appeal and promotional requirements
		1.5	Check that additional materials are available for use following workplace procedures
		1.6	Check and take steps to ensure that the display area meets the requirements for food quality and food safety
2	Label displays of fish/shellfish products	2.1	Confirm requirements for labelling of products as required by the legislation
		2.2	Confirm that label information is correct and conforms to regulations and standards
		2.3	Position labels for products according to legislation
		2.4	Check that labels are legible, visible to customers, and securely positioned in the correct place
3.	Arrange and maintain fish/shellfish products for display	3.1	Transfer products safely to the display area according to instructions and specifications
		3.2	Arrange and promptly replace fish/shellfish products, clean ice and additional materials in a way that is attractive and meets the requirements for food quality and food safety
		3.3	Prepare the display to ensure maximum appeal and to comply with both food quality and food safety regulations and standards

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| 3.4 | Reposition and reorganise remaining products, clean ice and accessories to maintain the presentation and to meet merchandising conditions |
| 3.5 | Monitor displays according to instructions and specifications |
| 3.6 | Carry out emergency cleaning procedures promptly when required, following workplace procedures |
| 3.7 | Take prompt action to address any product or display related problem, in accordance with workplace procedures |
| 3.8 | Monitor and record temperature and other parameters as appropriate, following workplace procedures |
| 4. | Empty and clean the fish/shellfish product display |
| 4.1 | Withdraw products from the display according to instructions and store or discard following workplace procedures |
| 4.2 | Remove and dispose of used ice appropriately, following industry procedures |
| 4.3 | Identify and select the appropriate cleaning materials for display equipment and accessories, following workplace procedures |
| 4.4 | Clean and sanitize display surfaces, equipment and accessories in accordance with industry procedures |
| 4.5 | Store cleaning and sanitizing chemicals and materials for further use according to manufacturer's instructions and regulations |
| 4.6 | Take prompt action to address any display, cleaning or product related problems, following workplace procedures |

RANGE STATEMENT

Personal protective gear includes:

- outer garments as defined by workplace
- aprons/coats
- head gear and/or hair restraints

Equipment, accessories and materials include:

- storage chillers and freezers
- display chillers and freezers
- packaging equipment and materials
- decorative items /display tags

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. What are the food safety and hygiene regulations that affect how fish or shellfish products may be displayed and what are the consequences if they are not adhered to
2. What are the quality considerations and how to maintain and assess fish or shellfish quality during display and storage
3. What are the general controls involved in the display of fish or shellfish products

4. What are the common procedures and practices used to maximise product quality and shelf life during storage and display
5. Why it is important to review the display area and how is this done
6. Why it is important to select fish or shellfish products for display to suit specific objectives (e.g. promotional, appeal, seasonal)
7. What are the typical accessories that can be used for a safe, hygienic and effective display
8. What are the principles of effective displays of fish or shellfish, including the use of clean ice
9. What are the common fish or shellfish products available for retail sale, including part processed, whole and live products, packaged, RTE
10. How to source information for labelling such as product specifications, source of supplies, shelf life, approved names and other display information
11. What is the potential for typical fish or shellfish products to present allergen or other food safety risks, and how these may be controlled
12. Why it is important to assess the content of raw material labels
13. What are the key features of legal and good practice requirements for labelling
14. How to recognise and assess products against a typical product specification
15. What is the importance of rejecting and isolating failed products, and the potential impact on business performance
16. Why displays may change as part of the ongoing monitoring and maintenance process
17. What are the principles and importance of stock rotation
18. What are the types of data that may need to be collected and recorded during display and storage operations
19. What are the accepted practices in breaking down the display and moving products into storage or to waste so that food quality and safety are maintained
20. What are the types of cleaning and sanitizing materials appropriate for display equipment and accessories, their purpose and how they work
21. What is the role of counter staff in maintaining food safety and ensuring food quality

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- select products for display that are most suitable with regard to shelf life, demand, appeal and promotional requirements
- prepare the display to ensure maximum appeal and to comply with both food quality and food safety requirements
- position labels for products according to legislation
- check and take steps to ensure that the display area always meets the requirements for food quality and food safety
- transfer products safely to the display area according to instructions and specifications
- take prompt action to address any product or display related problem, in accordance with workplace procedures
- clean and sanitize display surfaces, equipment and accessories in accordance with industry procedures
- store cleaning and sanitizing chemicals and materials according to manufacturer's instructions and regulations

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence may be gathered through a variety of ways including direct observation, supervisor's reports, project work, practical demonstration of tasks and functions and oral and written questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to a suitable venue and all materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

FP00052

Operate Refrigerated Storerooms

Unit Descriptor:

This unit deals with the skills and knowledge required for the management of chill rooms and freezer storage rooms. It describes the work expectations associated with setting up the room to ensure correct air flow, product storage temperature, stock rotation and placement of product to avoid cross-contamination.

ELEMENTS**PERFORMANCE CRITERIA**

Candidates must be able to:

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| 1 | Set up refrigerated storage rooms | <ul style="list-style-type: none"> 1.1 Wear suitable personal protective wear when working 1.2 Place shelving or other appropriate material for storage of product into refrigerated equipment rooms to allow even flow of refrigerated air throughout room and between products 1.3 Check door/closing alarm system to ensure that it is fully operational 1.4 Check lighting to ensure safe working conditions within the closed room 1.5 Check that on/off switches are fully operational to ensure that the cooling system is not inadvertently switched off 1.6 Check that air curtain or plastic strips across the door of the storage room is operational, to ensure minimal temperature fluctuations 1.7 Use temperature probes or temperature data loggers and anemometers to check and record temperatures and conditions of the storage room 1.8 Make maintenance requests to appropriate personnel, following workplace procedures |
| 2 | Place product in refrigerated storage rooms | <ul style="list-style-type: none"> 2.1 Place product in the refrigerated storage rooms in a timely manner on its arrival at the workplace, following workplace procedures 2.2 Reduce temperature of warm product before placing it in the refrigerated storage rooms, according to regulatory procedures 2.3 Check product to be placed into the refrigerated storage rooms to ensure that its label is intact and legible |

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| | 2.4 | Set aside product without adequate labelling and report to the appropriate person following workplace procedures |
| | 2.5 | Place chilled or frozen product on shelving or other appropriate system to ensure that correct air flow is maintained to keep product at the required temperature |
| | 2.6 | Store product in rooms on a 'first-in-first-out' (FIFO) basis and in a way that its label can be easily seen |
| | 2.7 | Store fresh product in a way that ensures that there is no contamination from one product to another, following workplace procedures |
| | 2.8 | Stack product on top of other product making use of load-shifting equipment and safe manual handling procedures |
| 3 | Maintain stock in refrigerated storage rooms | 3.1 Check fresh product to ensure that there is sufficient ice mixed throughout and covering product |
| | | 3.2 Collect and move potable ice using clean and sanitized shovels, scoops and bins following industry requirements |
| | | 3.3 Avoid cross-contamination by ensuring that product is correctly placed on shelving, following workplace procedures |
| 4 | Stock-take product | 4.1 Check fresh product for freshness and signs of spoilage and dispose of unsatisfactory product following workplace procedures |
| | | 4.2 Enter count records on fresh product daily following workplace procedures |
| | | 4.3 Make records on frozen product on a regular basis as indicated in workplace procedures |
| 5 | Clean refrigerated storage rooms | 5.1 Clean cool rooms using chemicals and equipment consistent with industry requirements ensuring that product is not contaminated |
| | | 5.2 Control vermin using methods consistent with regulatory procedures |

RANGE STATEMENT

Relevant government regulations, licensing and other compliance requirements include:

- workplace operations, policies and practices

OSH guidelines include:

- clean, uncluttered, hygienic workplace
- codes of practice, regulations and/or guidance notes which may apply in an

- correct marketing names and labelling
- environmental hazard identification, risk assessment and control
- food safety
- OSH hazard identification, risk assessment and control
- industry sector
- workplace-specific OSH procedures, policies or standards
- OSH training register
- safe lifting, carrying and handling techniques, including manual handling, and the handling and storage of hazardous substances
- systems and procedures for the safe maintenance of property, machinery and equipment
- the appropriate use, maintenance and storage of PPE

Food safety and hygiene regulations and procedures include:

- equipment use, cleaning, sanitizing and maintenance
- HACCP, food safety program
- hygiene and sanitation requirements
- product labelling, tracing and recall
- receipt, storage and transportation of seafood and aquatic products
- temperature and contamination control

Personal protective gear includes:

- outer garments as defined by workplace
- insulated garments as required
- aprons
- head gear and hair restraints
- footwear as defined by industry

Records include:

- company stock-take forms
- workplace temperature monitoring sheets
- product storage, dump and distribution sheets

Load-shifting equipment include:

- forklift
- manual lifting equipment

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. What are the methods for hygienic handling and storage of fresh and frozen seafood
2. What are the procedures for personal, workplace and product hygiene
3. What are the safe procedures for cold and confined spaces, manual handling and load shifting
4. How to place product in refrigerated store rooms to ensure proper air flow is maintained
5. What are the temperature storage requirements of fresh and frozen products
6. What are the stock rotation principles

7. How to assess seafood freshness and shelf life
8. How to use cleaning chemicals and cleaning equipment
9. How to use forklifts and manual lifting equipment
10. How to interpret graphs/charts of temperature recordings
11. How to read and interpret thermometers anemometers accurately
12. How to apply workplace safety procedures

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- comply with workplace procedures and food safety regulations
- set up and place product into a refrigerated storage room
- use thermometers and anemometers to determine temperature and conditions in refrigerated storage rooms
- maintain stock in refrigerated storage rooms
- stock-take product in refrigerated storage room
- clean refrigerated storage room

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

FP00043

Handle and Stow Fish or Shellfish On Board Vessels

Unit Descriptor:

This unit deals with the skills and knowledge required for dealing with the catch including removing the catch from the fishing gear, storing, preparing and stowing the catch. It describes the work expectations associated with measures to retain quality of the catch.

ELEMENTS		PERFORMANCE CRITERIA	
Candidates must be able to:			
1	Prepare to receive catch onboard vessel	1.1	Wear suitable personal protective gear when working
		1.2	Maintain high standards of personal hygiene following industry procedures
		1.3	Organise and set-up catch receiving areas to maintain quality and hygiene standards
		1.4	Prepare tools and equipment for handling of the catch following industry practice
		1.5	Ensure that adequate ice and other cooling mediums (where necessary) are available and are at the correct temperatures
		1.6	Check that storage area/coolers are at the correct temperatures
2	Receive and handle catch on board vessel	2.1	Remove the catch from the fishing gear in a manner which retain its quality following established industry procedures
		2.2	Recognise, sort and discard unmarketable species in accordance with industry and regulatory requirements
		2.3	Prepare fish for stowage to meet market and regulatory requirements
		2.4	Stow the catch to assure food safety, retain quality and wholesomeness in accordance with the industry and regulatory requirements
		2.5	Maintain accurate catch records following industry or regulatory practices
		2.6	Clean catch receiving and handling areas and equipment to maintain quality and hygiene standards
		2.7	Secure stowage equipment following industry and regulatory procedures

RANGE STATEMENT

Personal protective equipment includes:

Fishing gear includes:

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| <ul style="list-style-type: none"> ▪ marine type coveralls ▪ thermal gloves ▪ protective eye wear ▪ helmet ▪ life jackets ▪ rubber safety boots ▪ bib and brace trousers with hooded jacket | <ul style="list-style-type: none"> ▪ nets ▪ pots ▪ lines ▪ reels and rods ▪ sinkers ▪ hooks |
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Catch handling tools and equipment includes:

- knives
- sharpening stones
- gaffs
- mallet
- cutting table/cutting boards
- ice shovel/scoop/fork
- thermometer
- measuring equipment

Stowage areas include:

- fish hold and pens
- deck
- chilled and refrigerated sea water systems
- insulated bins/coolers

Prepare fish includes:

- washing
- butchering/de-heading
- gutting
- chilling

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. What are the different types of catch handling tools and equipment and its application
2. What are the different types of catch containment and stowage devices
3. How to identify the main/common fish and shellfish species
4. What are the principles governing the care of the catch and the recommended procedures to maximise catch quality
5. How to control deterioration in fish
6. What are the procedures for removal of the catch as it pertains to fishing gear
7. What are the techniques for butchering/de-heading and gutting
8. What are the storage requirements for different species of fish
9. What are the consequences of poor catch handling
10. What are the market requirements for different fish species
11. What are the basic principles governing vessel stability in relation to stowage of catch
12. What are the safe working practices and safety precautions to be observed during heavy weather
13. What are the marketable sizes of fish and shellfish as it pertains to regulations
14. What are the hygiene standards and procedures for handling fish on board a vessel
15. What are the types of cleaning materials and the safety considerations for use of these cleaners
2. What is the importance of effective cleaning and the implications if cleaning is not done properly

EVIDENCE GUIDE

(1) Critical Aspects of Evidence

Evidence should include a demonstrated ability to:

- organise and set-up catch receiving areas to maintain quality and hygiene standards
- prepare tools and equipment for handling of the catch following industry practice
- remove the catch from the fishing gear in a manner which maintains its quality following industry procedures
- prepare fish for stowage to meet market and regulatory requirements
- clean and prepare stowage areas and equipment following industry and regulatory procedures
- stow catch to assure food safety, retain quality and wholesomeness in accordance with the industry and regulatory requirements

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be gathered through a variety of ways including direct observation, supervisor's reports, project work, practical demonstration of tasks and functions and oral and written questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to a suitable venue and all materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

(3) Context of Assessment

This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.

FP00053

Assemble Delicatessen Fish or Shellfish Products by Hand

Unit Descriptor:

This unit deals with the skills and knowledge required for assembling delicatessen fish products by hand. It describes the work expectations associated with preparing and assembling fish/shellfish products and completing the assembly of products. It includes forming food products using fish or shellfish in combination with other animal or plant based foodstuffs, to assemble products such as, whole muscle products for eg. fish kebabs and sushi; and formed products for eg. patties and fish fingers.

ELEMENTS**PERFORMANCE CRITERIA**

Candidates must be able to:

1	Prepare to assemble delicatessen fish/shellfish products	1.1	Wear suitable personal protective equipment when working
		1.2	Confirm product specifications following workplace procedures
		1.3	Prepare work station to ensure conditions are suitable for product assembly, following workplace procedures
		1.4	Obtain tools, utensils and equipment required to support product assembly
		1.5	Obtain fish/shellfish and other raw materials to meet the required product specification
2	Assemble delicatessen fish/shellfish products	2.1	Assemble fish/shellfish products according to product specifications
		2.2	Use tools, utensils and equipment effectively to support production process, following manufacturer's instructions
		2.3	Achieve required rate of production for assembling fish products
		2.4	Handle and store fish/shellfish and other food materials in a manner which assures food safety, wholesomeness and maintains quality
		2.5	Take effective action in response to operating problems, following workplace procedures
3	Finish assembly operations	3.1	Finish assembly according to instructions
		3.2	Transfer product to packaging stage in accordance with workplace procedures
		3.3	Deal with materials that can be re-cycled or re-worked according to workplace procedures
		3.4	Dispose of waste material according to regulatory requirements

- 3.5 Clean and prepare equipment and work station for future use
- 3.6 Complete all records following workplace procedures

RANGE STATEMENT

Personal protective equipment includes:

- outer garments as defined by workplace
- aprons
- gloves
- head gear and hair restraints
- footwear as defined by industry
- mouth guard

Tools, utensils and equipment include:

- knives
- tongs/spatulas/spoons
- screens
- pans and dishes
- packaging
- stuffers
- grinders
- presses
- ballers

Fish/shellfish and raw materials include:

- fillets of fish and portions
- prepared shrimp and other shellfish
- vegetables and root crops
- seasonings, spices and additives

Operating problems include:

- problems with materials
- problems with equipment
- problems with product

UNDERPINNING KNOWLEDGE & SKILLS

Candidates must know:

1. What are the specifications for raw materials
2. What are the specifications for finished products
3. What are the various categories of delicatessen products
4. What are the hygienic conditions for delicatessen product assembly
5. How to prepare work station for product assembly and how to maintain it
6. How to use tools and equipment
7. How to assemble various delicatessen fish/shellfish products
8. How to store fish/shellfish and other raw materials
9. How to deal with operating problems
10. How to dispose of waste material
11. What materials can be re-cycled and re-worked and how to deal with them
12. What are the relevant records to be completed

EVIDENCE GUIDE

(1) Critical Aspects of Evidence (lists what should be demonstrated by performance evidence)

Evidence should include the ability to:

- prepare work station to ensure conditions are suitable for product assembly
- assemble delicatessen fish/shellfish products according to product specification
- store fish/shellfish and other food materials in a manner which assures food safety, wholesomeness and maintains quality

(2) Method of Assessment

Assessors should gather a range of evidence that is valid, sufficient, current and authentic.

Evidence may be gathered through a variety of ways including direct observation, supervisor's reports, project work, practical demonstration of tasks and functions and oral and written questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to a suitable venue and all materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

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