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ABSTRACT

Developed through a modified DACUM (Developing a Curriculum) process involving business, industry, labor, and community agency representatives in Ohio, this document is a comprehensive and verified employer competency profile for meat processing occupations. The list contains units (with and without subunits), competencies, and competency builders that identify the skills needed to enter these occupations. The occupational, academic, and employability skills for this occupation or occupational area are included. Within the outline are three levels of items: core, advancing, and futuring. Core items identify the knowledge, skills, and attitudes essential for entry-level employment. These items are required to be taught and will be the basis for questions on the state vocational competency tests. Advancing items identify the knowledge, skills, and attitudes needed to advance in the occupation; futuring items identify the knowledge, skills, and attitudes needed to enter and remain in a given occupation 3 to 4 years from now. This profile contains 18 units: general safety precautions; sanitation; meat processing industry; livestock purchasing; slaughtering; carcass grading; wholesale cutting; retail beef cutting; retail pork cutting; retail veal and beef-calf cutting; retail lamb and mutton cutting; miscellaneous meat merchandising; tools and equipment; customer service; marketing; product handling; business management; and employability skills. (NLA)

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O C A P

OHIO'S COMPETENCY ANALYSIS PROFILE

MEAT PROCESSOR

ED 345 064

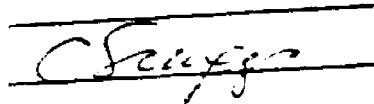
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What is OCAP?

"A comprehensive and verified employer competency list will be developed and kept current for each program." This is the second objective of Imperative 3 of the *Action Plan for Accelerating the Modernization of Vocational Education: Ohio's Future at Work*. Ohio's Competency Analysis Profile (OCAP) lists are the Division of Vocational and Career Education's response to that objective. OCAP lists evolve from a modified DACUM process involving business, industry, labor, and community agency representatives from throughout Ohio. The OCAP process is directed by the Vocational Instructional Materials Laboratory at The Ohio State University's Center on Education and Training for Employment.

How is OCAP used?

Each OCAP contains units (with and without subunits), competencies, and competency builders that identify the occupational, academic*, and employability skills needed to enter a given occupation or occupational area. Within that outline there are three levels of items: core, advancing, and futuring. Core items identify the knowledge, skills, and attitudes essential for entry-level employment. These items are required to be taught and will be the basis for questions on the state vocational competency tests (scheduled to begin in school year 1993-94). Advancing items (marked with one asterisk) identify the knowledge, skills, and attitudes needed to advance in a given occupation. Futuring items (marked with two asterisks) identify the knowledge, skills, and attitudes needed to enter and remain in a given occupation three to four years from now.

School districts may add as many units, subunits, competencies, and/or competency builders as desired to reflect local employment needs, trends, and specialties. Local advisory committees should be actively involved in the identification and verification of additional items. Using OCAP lists, instructors will be able to formulate their vocational courses of study and monitor competency gains via the new criterion-referenced competency testing program that will be directly tied to the competencies identified on the OCAP lists.

*Academic competencies have not been identified for all OCAPs. At a later date math, communication, and science competencies will be released.

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Ohio Competency Analysis Profile Meat Processor

Unit 1: General Safety Precautions

Competency 1.0.1: Maintain safe work environment

Competency Builders:

- 1.0.1.1 Read and follow safety information (e.g., employee handbook)
- 1.0.1.2 Organize and maintain clean and safe work area
- 1.0.1.3 Identify hazardous materials and location of material safety data sheets (MSDSs)
- 1.0.1.4 Comply with shop and equipment safety rules
- 1.0.1.5 Complete accident report
- 1.0.1.6 Recognize environmental issues pertaining to industry, health administration, Environmental Protection Agency (EPA), Food and Drug Administration (FDA), and state and federal regulations
- 1.0.1.7 Identify classes of fires
- 1.0.1.8 Describe methods of extinguishing fires
- 1.0.1.9 Identify and report safety hazards to appropriate person(s)
- 1.0.1.10 Identify appropriate action to be taken in emergency situations
- 1.0.1.11 Identify emergency exits
- 1.0.1.12 Identify importance of using safety devices

Competency 1.0.2: Demonstrate safe work habits

Competency Builders:

- 1.0.2.1 Read and follow label information
- 1.0.2.2 Wear protective clothing and equipment
- 1.0.2.3 Comply with personal hygiene requirements (e.g., wear hair net and head covering)
- 1.0.2.4 Use safe lifting and carrying methods
- 1.0.2.5 Interpret information on signs
- 1.0.2.6 Observe safety precautions when using chemicals
- 1.0.2.7 Observe safety precautions when storing chemicals
- 1.0.2.8 Follow personal cleanup procedures after handling chemicals
- 1.0.2.9 Dispose of chemicals and chemical containers according to manual specifications and/or government regulations

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Competency 1.0.3: Operate and maintain equipment

Competency Builders:

- 1.0.3.1 Follow safety rules for equipment operation and maintenance
- 1.0.3.2 Observe and comply with safety zones around equipment
- 1.0.3.3 Operate equipment defensively
- 1.0.3.4 Interpret safety symbols
- 1.0.3.5 Maintain safety shields on all equipment
- 1.0.3.6 Shut down and lock out/tag out power equipment before servicing
- 1.0.3.7 Identify and report potential equipment safety hazards

Unit 2: Sanitation

Competency 2.0.1: Clean and sanitize facility

Competency Builders:

- 2.0.1.1 Follow general safety precautions
- 2.0.1.2 Identify equipment/areas to be cleaned
- 2.0.1.3 Remove edible products
- 2.0.1.4 Remove debris
- 2.0.1.5 Disassemble equipment
- 2.0.1.6 Rinse equipment
- 2.0.1.7 Select proper cleaning agent(s)
- 2.0.1.8 Select proper sanitizing agent(s)
- 2.0.1.9 Soak equipment
- 2.0.1.10 Apply soap (degreaser)
- 2.0.1.11 Brush or scrub equipment/area
- 2.0.1.12 Rinse equipment/area
- 2.0.1.13 Sanitize equipment/area
- 2.0.1.14 Oil equipment/area as needed
- 2.0.1.15 Follow pre-cleanup and post-cleanup inspection procedures

Competency 2.0.2: Identify methods of testing for bacteria*

Competency Builders:

- 2.0.2.1 Follow general safety and sanitation precautions*
- 2.0.2.2 Identify equipment/area to be tested*
- 2.0.2.3 Identify appropriate testing equipment*
- 2.0.2.4 Follow correct testing procedures*
- 2.0.2.5 Interpret results of test*
- 2.0.2.6 Identify appropriate corrective action*
- 2.0.2.7 Identify procedures for product testing*

* Advancing

** Futuring

Unit 3: Meat Processing Industry

Competency 3.0.1: Evaluate economic aspects

Competency Builders:

- 3.0.1.1 Describe regulatory groups (e.g., United States Department of Agriculture [USDA], Ohio Department of Agriculture [ODA], Environmental Protection Agency [EPA], Occupational Safety and Health Administration [OSHA])
- 3.0.1.2 Identify state licensing requirements
- 3.0.1.3 Describe consumer purchase trends
- 3.0.1.4 List factors affecting consumption
- 3.0.1.5 Discuss industry trends
- 3.0.1.6 Interpret local, state, and federal inspection requirements
- 3.0.1.7 Identify supportive industry organizations (e.g., Farm Bureau, Beef Council)
- 3.0.1.8 Identify trade organizations (e.g., Ohio Association of Meat Processors, Ohio Meat Industries Association)

Competency 3.0.2: Assess employment opportunities

Competency Builders:

- 3.0.2.1 Identify employment opportunities within meat processing industry
- 3.0.2.2 Identify continuing education/training opportunities
- 3.0.2.3 Identify trade journals

Unit 4: Livestock Purchasing*

Competency 4.0.1: Inspect animals*

Competency Builders:

- 4.0.1.1 Follow general safety precautions*
- 4.0.1.2 Examine animals for disease symptoms*
- 4.0.1.3 Examine animals for injuries*
- 4.0.1.4 Identify parasites*
- 4.0.1.5 Identify state licensing requirements*

Competency 4.0.2: Select market beef and lamb*

Competency Builders:

- 4.0.2.1 Follow general safety precautions*
- 4.0.2.2 Evaluate muscling*
- 4.0.2.3 Evaluate size*
- 4.0.2.4 Evaluate finish*
- 4.0.2.5 Estimate expected carcass desirability*
- 4.0.2.6 Determine market class*
- 4.0.2.7 Determine market weight*
- 4.0.2.8 Determine market grade*

* Advancing
** Futuring

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Competency 4.0.3: Select market hogs*

Competency Builders:

- 4.0.3.1 Follow general safety precautions*
- 4.0.3.2 Evaluate muscling*
- 4.0.3.3 Evaluate size*
- 4.0.3.4 Evaluate finish*
- 4.0.3.5 Estimate expected carcass desirability*
- 4.0.3.6 Determine market class*
- 4.0.3.7 Determine market weight*
- 4.0.3.8 Determine market grade*
- 4.0.3.9 Identify alternative methods of evaluation (e.g., Sonaray)*

Competency 4.0.4: Select live poultry*

Competency Builders:

- 4.0.4.1 Follow general safety precautions*
- 4.0.4.2 Identify physical characteristics*
- 4.0.4.3 Determine market grades*
- 4.0.4.4 Evaluate birds' health*
- 4.0.4.5 Examine general conformation*
- 4.0.4.6 Check fleshing*
- 4.0.4.7 Check fat covering*
- 4.0.4.8 Examine birds for injuries*

Unit 5: Slaughtering

Competency 5.0.1: Handle livestock

Competency Builders:

- 5.0.1.1 Follow strict safety precautions
- 5.0.1.2 Identify correct and humane handling procedures
- 5.0.1.3 Identify animal welfare issues
- 5.0.1.4 Clean watering equipment
- 5.0.1.5 Water animals
- 5.0.1.6 Feed animals as appropriate
- 5.0.1.7 Weigh animals
- 5.0.1.8 Clean holding pens
- 5.0.1.9 Dispose of dead animals

Competency 5.0.2: Kill livestock

Competency Builders:

- 5.0.2.1 Follow strict safety precautions
- 5.0.2.2 Stun animal
- 5.0.2.3 Shackle animal with extreme care
- 5.0.2.4 Bleed animal

Competency 5.0.3: Prepare beef/sheep carcass

Competency Builders:

- 5.0.3.1 Follow general safety precautions
- 5.0.3.2 Remove head
- 5.0.3.3 Tie off weasand and esophagus
- 5.0.3.4 Remove feet
- 5.0.3.5 Skin animal
- 5.0.3.6 Eviscerate carcass
- 5.0.3.7 Empty paunch
- 5.0.3.8 Wash carcass
- 5.0.3.9 Split carcass
- 5.0.3.10 Shroud carcass
- 5.0.3.11 Salvage offals (e.g., heart, liver)

Competency 5.0.4: Prepare hog carcass

Competency Builders:

- 5.0.4.1 Follow general safety precautions
- 5.0.4.2 Dehair or skin carcass
- 5.0.4.3 Singe and polish carcass
- 5.0.4.4 Remove head
- 5.0.4.5 Eviscerate carcass
- 5.0.4.6 Split carcass
- 5.0.4.7 Salvage offals (e.g., heart, liver)

Unit 6: Carcass Grading

Competency 6.0.1: Examine carcasses

Competency Builders:

- 6.0.1.1 Follow general safety precautions
- 6.0.1.2 Check weight
- 6.0.1.3 Check temperature
- 6.0.1.4 Identify forms of United States Department of Agriculture (USDA) identification
- 6.0.1.5 Identify forms of local and state identification

Competency 6.0.2: Grade beef and veal carcasses*

Competency Builders:

- 6.0.2.1 Follow general safety precautions*
- 6.0.2.2 Classify according to age*
- 6.0.2.3 Classify according to sex*
- 6.0.2.4 Observe conformation*
- 6.0.2.5 Determine quality*
- 6.0.2.6 Determine yield grade*
- 6.0.2.7 Determine maturity*

* Advancing
** Futuring

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Competency 6.0.3: Grade pork carcasses*

Competency Builders:

- 6.0.3.1 Follow general safety precautions*
- 6.0.3.2 Classify according to age*
- 6.0.3.3 Classify according to sex*
- 6.0.3.4 Determine expected yield of four lean cuts*
- 6.0.3.5 Determine quality*
- 6.0.3.6 Determine finish*
- 6.0.3.7 Evaluate muscular development*
- 6.0.3.8 Identify alternative methods of determining expected lean cut yield (e.g., Fat-o-meter)*

Competency 6.0.4: Grade lamb and mutton carcasses*

Competency Builders:

- 6.0.4.1 Follow general safety precautions*
- 6.0.4.2 Determine cutability*
- 6.0.4.3 Determine finish*
- 6.0.4.4 Determine muscle development*
- 6.0.4.5 Determine quality*
- 6.0.4.6 Determine maturity*
- 6.0.4.7 Determine yield grade*

Competency 6.0.5: Grade dressed poultry*

Competency Builders:

- 6.0.5.1 Follow general safety precautions*
- 6.0.5.2 Classify according to species*
- 6.0.5.3 Classify according to sex*
- 6.0.5.4 Classify according to age*
- 6.0.5.5 Check carcass for undesirable conditions*
- 6.0.5.6 Check fleshing*
- 6.0.5.7 Check fat covering*
- 6.0.5.8 Check for bodily damage*
- 6.0.5.9 Evaluate carcass quality*

Unit 7: Wholesale Cutting

Competency 7.0.1: Locate wholesale cuts

Competency Builders:

- 7.0.1.1 Follow general safety precautions
- 7.0.1.2 Determine species
- 7.0.1.3 Recognize bone structure of carcass(es)
- 7.0.1.4 Recognize muscle structure of carcass(es)

Competency 7.0.2: Cut beef carcass (hanging)

Competency Builders:

- 7.0.2.1 Follow general safety precautions
- 7.0.2.2 Break beef forequarter
- 7.0.2.3 Separate chuck
- 7.0.2.4 Separate rib
- 7.0.2.5 Separate brisket
- 7.0.2.6 Separate short plate
- 7.0.2.7 Break hindquarter
- 7.0.2.8 Separate flank
- 7.0.2.9 Separate round
- 7.0.2.10 Separate loin
- 7.0.2.11 Separate shank

Competency 7.0.3: Box beef carcass

Competency Builders:

- 7.0.3.1 Follow general safety precautions
- 7.0.3.2 Identify forequarter cuts (i.e., chuck, rib, plate, brisket)
- 7.0.3.3 Identify hindquarter cuts (i.e., round, loin, flank)

Competency 7.0.4: Cut pork carcass

Competency Builders:

- 7.0.4.1 Follow general safety precautions
- 7.0.4.2 Remove shoulder
- 7.0.4.3 Remove neckbone
- 7.0.4.4 Remove jowl
- 7.0.4.5 Remove front feet
- 7.0.4.6 Separate Boston butt and picnic
- 7.0.4.7 Trim Boston butt and picnic
- 7.0.4.8 Remove ham
- 7.0.4.9 Remove tail
- 7.0.4.10 Remove hind feet
- 7.0.4.11 Trim ham
- 7.0.4.12 Bone ham
- 7.0.4.13 Remove loin
- 7.0.4.14 Trim loin
- 7.0.4.15 Bone loin
- 7.0.4.16 Remove rib
- 7.0.4.17 Separate backfat and belly
- 7.0.4.18 Trim belly

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Competency 7.0.5: Cut veal carcass

Competency Builders:

- 7.0.5.1 Follow general safety precautions
- 7.0.5.2 Cut foresaddle
- 7.0.5.3 Cut hind saddle
- 7.0.5.4 Cut long saddle
- 7.0.5.5 Remove shoulder
- 7.0.5.6 Remove foreshank
- 7.0.5.7 Remove breast
- 7.0.5.8 Remove rack
- 7.0.5.9 Remove flank
- 7.0.5.10 Remove loin
- 7.0.5.11 Remove leg

Competency 7.0.6: Cut lamb and mutton carcasses

Competency Builders:

- 7.0.6.1 Follow general safety precautions
- 7.0.6.2 Cut foresaddle
- 7.0.6.3 Cut hind saddle
- 7.0.6.4 Cut long saddle
- 7.0.6.5 Remove lower hind shank
- 7.0.6.6 Remove upper foreshank
- 7.0.6.7 Remove shoulder
- 7.0.6.8 Remove foreshank
- 7.0.6.9 Remove breast
- 7.0.6.10 Remove rack
- 7.0.6.11 Remove loin
- 7.0.6.12 Remove leg

Unit 8: Retail Beef Cutting

Competency 8.0.1: Locate beef cuts

Competency Builders:

- 8.0.1.1 Follow general safety and sanitation precautions
- 8.0.1.2 Recognize bone structure of wholesale cuts
- 8.0.1.3 Recognize muscle structure of wholesale cuts
- 8.0.1.4 Identify box cuts at the retail level

Competency 8.0.2: Merchandise chuck cuts

Competency Builders:

- 8.0.2.1 Follow general safety and sanitation precautions
- 8.0.2.2 Cut bone-in chuck roast
- 8.0.2.3 Cut boneless chuck roast
- 8.0.2.4 Cut chuck blade roast
- 8.0.2.5 Cut chuck blade steaks
- 8.0.2.6 Cut chuck arm roast
- 8.0.2.7 Cut chuck arm steak

Competency 8.0.3: Merchandise shank cuts

Competency Builders:

- 8.0.3.1 Follow general safety and sanitation precautions
- 8.0.3.2 Cut foreshank
- 8.0.3.3 Cut hind shank
- 8.0.3.4 Prepare shank cross cuts

Competency 8.0.4: Merchandise brisket cuts

Competency Builders:

- 8.0.4.1 Follow general safety and sanitation precautions
- 8.0.4.2 Cut whole bone-in beef brisket
- 8.0.4.3 Prepare boneless fresh brisket
- 8.0.4.4 Prepare brisket for curing

Competency 8.0.5: Merchandise rib cuts

Competency Builders:

- 8.0.5.1 Follow general safety and sanitation precautions
- 8.0.5.2 Cut standing rib roast
- 8.0.5.3 Cut rib steaks
- 8.0.5.4 Cut boneless rib steaks
- 8.0.5.5 Cut ribeye roast
- 8.0.5.6 Cut ribeye steaks

Competency 8.0.6: Merchandise plate cuts

Competency Builders:

- 8.0.6.1 Follow general safety and sanitation precautions
- 8.0.6.2 Cut short ribs

Competency 8.0.7: Merchandise short loin cuts

Competency Builders:

- 8.0.7.1 Follow general safety and sanitation precautions
- 8.0.7.2 Cut club steaks
- 8.0.7.3 Cut T-bone steaks
- 8.0.7.4 Cut porterhouse steaks
- 8.0.7.5 Cut strip loin steaks
- 8.0.7.6 Cut tenderloin steaks

Competency 8.0.8: Merchandise flank cuts

Competency Builders:

- 8.0.8.1 Follow general safety and sanitation precautions
- 8.0.8.2 Cut flank steaks
- 8.0.8.3 Prepare rolled flank
- 8.0.8.4 Prepare flank meat

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Competency 8.0.9: Merchandise sirloin cuts

Competency Builders:

- 8.0.9.1 Follow general safety and sanitation precautions
- 8.0.9.2 Cut pin bone sirloin steak
- 8.0.9.3 Cut flat bone sirloin steak
- 8.0.9.4 Cut wedge bone sirloin steak
- 8.0.9.5 Cut boneless sirloin steak
- 8.0.9.6 Cut cube steak

Competency 8.0.10: Merchandise round cuts

Competency Builders:

- 8.0.10.1 Follow general safety and sanitation precautions
- 8.0.10.2 Separate rump cuts
- 8.0.10.3 Cut heel of round
- 8.0.10.4 Cut top round steak
- 8.0.10.5 Cut bottom round steak
- 8.0.10.6 Cut round steak
- 8.0.10.7 Cut eye of round
- 8.0.10.8 Cut full beef round
- 8.0.10.9 Cut cube steaks
- 8.0.10.10 Prepare rolled rump
- 8.0.10.11 Prepare standing rump
- 8.0.10.12 Prepare sirloin tip

Competency 8.0.11: Merchandise beef variety meats

Competency Builders:

- 8.0.11.1 Follow general safety and sanitation precautions
- 8.0.11.2 Prepare heart
- 8.0.11.3 Prepare liver
- 8.0.11.4 Prepare tongue

Unit 9: Retail Pork Cutting

Competency 9.0.1: Locate pork cuts

Competency Builders:

- 9.0.1.1 Follow general safety and sanitation precautions
- 9.0.1.2 Recognize bone structure of wholesale cuts
- 9.0.1.3 Recognize muscle structure of wholesale cuts

Competency 9.0.2: Merchandise Boston butt cuts

Competency Builders:

- 9.0.2.1 Follow general safety and sanitation precautions
- 9.0.2.2 Cut blade steak
- 9.0.2.3 Prepare rolled Boston butt

Competency 9.0.3: Merchandise picnic cuts

Competency Builders:

- 9.0.3.1 Follow general safety and sanitation precautions
- 9.0.3.2 Prepare rolled fresh picnic
- 9.0.3.3 Cut arm roast
- 9.0.3.4 Cut arm steak
- 9.0.3.5 Cut fresh hocks

Competency 9.0.4: Merchandise belly cuts

Competency Builders:

- 9.0.4.1 Follow general safety and sanitation precautions
- 9.0.4.2 Cut fresh side pork
- 9.0.4.3 Slice slab bacon
- 9.0.4.4 Cut spare ribs

Competency 9.0.5: Merchandise loin cuts

Competency Builders:

- 9.0.5.1 Follow general safety and sanitation precautions
- 9.0.5.2 Cut blade roast
- 9.0.5.3 Cut blade steak
- 9.0.5.4 Prepare country-style ribs
- 9.0.5.5 Cut back rib
- 9.0.5.6 Cut center loin roast
- 9.0.5.7 Cut center loin chops
- 9.0.5.8 Cut rib chops
- 9.0.5.9 Cut butterfly chops
- 9.0.5.10 Prepare rolled loin roast
- 9.0.5.11 Cut sirloin roast
- 9.0.5.12 Cut sirloin chops
- 9.0.5.13 Cut tenderloin
- 9.0.5.14 Cut boneless center-cut roasts
- 9.0.5.15 Cut boneless center-cut chops

Competency 9.0.6: Merchandise ham cuts

Competency Builders:

- 9.0.6.1 Follow general safety and sanitation precautions
- 9.0.6.2 Cut smoked ham shank
- 9.0.6.3 Cut fresh ham steak
- 9.0.6.4 Cut smoked ham butt
- 9.0.6.5 Cut fresh ham butt
- 9.0.6.6 Cut smoked ham center slice
- 9.0.6.7 Cut fresh ham center slice
- 9.0.6.8 Prepare rolled fresh ham
- 9.0.6.9 Prepare smoked ham boneless roll
- 9.0.6.10 Prepare smoked ham semiboneless roll
- 9.0.6.11 Slice cooked boiled ham

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Competency 9.0.7: Merchandise pork variety meats

Competency Builders:

- 9.0.7.1 Follow general safety and sanitation precautions
- 9.0.7.2 Prepare tongue
- 9.0.7.3 Prepare heart
- 9.0.7.4 Prepare liver

Unit 10: Retail Veal and Beef-Calf Cutting

Competency 10.0.1: Locate veal and beef-calf cuts

Competency Builders:

- 10.0.1.1 Follow general safety and sanitation precautions
- 10.0.1.2 Recognize bone structure of wholesale cuts
- 10.0.1.3 Recognize muscle structure of wholesale cuts

Competency 10.0.2: Merchandise shoulder cuts

Competency Builders:

- 10.0.2.1 Follow general safety and sanitation precautions
- 10.0.2.2 Cut arm roast
- 10.0.2.3 Cut arm steak
- 10.0.2.4 Prepare rolled shoulder
- 10.0.2.5 Cut neck
- 10.0.2.6 Cut blade steak
- 10.0.2.7 Cut blade roast

Competency 10.0.3: Merchandise breast cuts

Competency Builders:

- 10.0.3.1 Follow general safety and sanitation precautions
- 10.0.3.2 Debone whole veal breast
- 10.0.3.3 Cut riblets
- 10.0.3.4 Cut breast
- 10.0.3.5 Prepare stuffed breast
- 10.0.3.6 Prepare brisket roll

Competency 10.0.4: Merchandise rack cuts

Competency Builders:

- 10.0.4.1 Follow general safety and sanitation precautions
- 10.0.4.2 Cut rib roast
- 10.0.4.3 Cut crown roast
- 10.0.4.4 Cut rib chops
- 10.0.4.5 Cut frenched rib chops
- 10.0.4.6 Prepare stuffed chops

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Competency 10.0.5: Merchandise loin cuts

Competency Builders:

- 10.0.5.1 Follow general safety and sanitation precautions
- 10.0.5.2 Cut loin roast
- 10.0.5.3 Cut loin chop
- 10.0.5.4 Cut kidney chops

Competency 10.0.6: Merchandise leg cuts

Competency Builders:

- 10.0.6.1 Follow general safety and sanitation precautions
- 10.0.6.2 Cut standing rump
- 10.0.6.3 Prepare rolled leg
- 10.0.6.4 Prepare boneless cutlets
- 10.0.6.5 Prepare rolled cutlets
- 10.0.6.6 Cut center leg
- 10.0.6.7 Cut round steak
- 10.0.6.8 Cut heel of round
- 10.0.6.9 Cut veal shank
- 10.0.6.10 Cut sirloin chops

Competency 10.0.7: Merchandise veal and beef-calf variety meats

Competency Builders:

- 10.0.7.1 Follow general safety and sanitation precautions
- 10.0.7.2 Prepare heart
- 10.0.7.3 Prepare liver
- 10.0.7.4 Prepare tongue

Unit 11: Retail Lamb and Mutton Cutting

Competency 11.0.1: Locate lamb and mutton cuts

Competency Builders:

- 11.0.1.1 Follow general safety and sanitation precautions
- 11.0.1.2 Recognize bone structure of wholesale cuts
- 11.0.1.3 Recognize muscle structure of wholesale cuts

Competency 11.0.2: Merchandise shoulder cuts

Competency Builders:

- 11.0.2.1 Follow general safety and sanitation precautions
- 11.0.2.2 Cut neck slices
- 11.0.2.3 Cut cushion shoulder
- 11.0.2.4 Prepare rolled shoulder
- 11.0.2.5 Cut blade chop
- 11.0.2.6 Cut square shoulder
- 11.0.2.7 Cut arm chop

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Competency 11.0.3: Merchandise breast cuts

Competency Builders:

- 11.0.3.1 Follow general safety and sanitation precautions
- 11.0.3.2 Prepare rolled breast
- 11.0.3.3 Cut breast
- 11.0.3.4 Cut riblets
- 11.0.3.5 Cut spareribs
- 11.0.3.6 Cut brisket pieces

Competency 11.0.4: Merchandise rack cuts

Competency Builders:

- 11.0.4.1 Follow general safety and sanitation precautions
- 11.0.4.2 Prepare rib roast
- 11.0.4.3 Cut crown roast
- 11.0.4.4 Cut rib chops
- 11.0.4.5 Cut french rib chops

Competency 11.0.5: Merchandise loin cuts

Competency Builders:

- 11.0.5.1 Follow general safety and sanitation precautions
- 11.0.5.2 Cut loin chops
- 11.0.5.3 Cut loin roast

Competency 11.0.6: Merchandise sirloin cuts

Competency Builders:

- 11.0.6.1 Follow general safety and sanitation precautions
- 11.0.6.2 Cut sirloin chop
- 11.0.6.3 Cut sirloin roast

Competency 11.0.7: Merchandise leg cuts

Competency Builders:

- 11.0.7.1 Follow general safety and sanitation precautions
- 11.0.7.2 Prepare rolled leg
- 11.0.7.3 Cut leg chop
- 11.0.7.4 Cut sirloin half of leg
- 11.0.7.5 Cut shank half of leg
- 11.0.7.6 Cut leg with sirloin on
- 11.0.7.7 Cut leg with sirloin off
- 11.0.7.8 Cut American leg
- 11.0.7.9 Cut French leg
- 11.0.7.10 Cut center leg
- 11.0.7.11 Cut hind shank
- 11.0.7.12 Cut foreshank

Competency 11.0.8: Merchandise lamb variety meats

Competency Builders:

- 11.0.8.1 Follow general safety and sanitation precautions
- 11.0.8.2 Prepare heart
- 11.0.8.3 Prepare kidney
- 11.0.8.4 Prepare liver
- 11.0.8.5 Prepare tongue

Unit 12: Miscellaneous Meat Merchandising

Competency 12.0.1: Process meat cuts

Competency Builders:

- 12.0.1.1 Follow general safety precautions
- 12.0.1.2 Grind meat
- 12.0.1.3 Cut stew meat
- 12.0.1.4 Debone cut
- 12.0.1.5 Cube meat
- 12.0.1.6 Shape roast with string
- 12.0.1.7 Tenderize cuts
- 12.0.1.8 Slice meat cuts
- 12.0.1.9 Prepare meat loaf
- 12.0.1.10 Prepare meat patties
- 12.0.1.11 Prepare cube steak

Competency 12.0.2: Cure primal meat cuts

Competency Builders:

- 12.0.2.1 Follow general safety precautions
- 12.0.2.2 Identify curable meat cuts
- 12.0.2.3 Identify curing ingredients
- 12.0.2.4 Identify curing methods
- 12.0.2.5 Perform sweet pickle cure
- 12.0.2.6 Perform stitch pumping
- 12.0.2.7 Perform artery cure
- 12.0.2.8 Perform tumbling and/or massaging**
- 12.0.2.9 Prepare meat for smoking (e.g., net, shape)
- 12.0.2.10 Smoke poultry
- 12.0.2.11 Smoke meats

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Competency 12.0.3: Prepare sausages

Competency Builders:

- 12.0.3.1 Follow general safety and sanitation precautions
- 12.0.3.2 Describe sausages
- 12.0.3.3 Select sausage casings
- 12.0.3.4 Cut pieces of meat
- 12.0.3.5 Perform fat percentage test
- 12.0.3.6 Select spices and additives
- 12.0.3.7 Mix ingredients
- 12.0.3.8 Grind or emulsify sausage meat
- 12.0.3.9 Fill casing
- 12.0.3.10 Smoke or cook sausage as applicable

Unit 13: Tools and Equipment

Competency 13.0.1: Use hand and power tools

Competency Builders:

- 13.0.1.1 Follow general safety precautions
- 13.0.1.2 Follow operation instructions
- 13.0.1.3 Identify tools
- 13.0.1.4 Select tools
- 13.0.1.5 Set up and adjust tools
- 13.0.1.6 Use block scraper
- 13.0.1.7 Use electric and hand saws
- 13.0.1.8 Use knives and cleavers
- 13.0.1.9 Use meat hooks
- 13.0.1.10 Use rib trees
- 13.0.1.11 Sharpen knives
- 13.0.1.12 Use sharpening stones and steels
- 13.0.1.13 Operate automatic sharpening equipment

Competency 13.0.2: Operate equipment

Competency Builders:

- 13.0.2.1 Follow general safety precautions
- 13.0.2.2 Use automatic labeling machines
- 13.0.2.3 Use automatic wrapping and tying machines
- 13.0.2.4 Use cuber
- 13.0.2.5 Use cutting tables and blocks
- 13.0.2.6 Use grinder
- 13.0.2.7 Use meat tracks
- 13.0.2.8 Use patty maker
- 13.0.2.9 Use scales
- 13.0.2.10 Use rolling shelves
- 13.0.2.11 Use slicers
- 13.0.2.12 Use tenderizer

Unit 14: Customer Service

Competency 14.0.1: Perform customer relations activities*

Competency Builders:

- 14.0.1.1 Address customer complaints*
- 14.0.1.2 Overcome customer objections*
- 14.0.1.3 Follow up purchases and sales*
- 14.0.1.4 Resolve customer complaints*

Competency 14.0.2: Determine customer needs*

Competency Builders:

- 14.0.2.1 Interpret customer's item description*
- 14.0.2.2 Identify products available*
- 14.0.2.3 Estimate quantity of product needed*
- 14.0.2.4 Estimate total cost of product needed*
- 14.0.2.5 Recommend products*
- 14.0.2.6 Recommend alternate products*

Competency 14.0.3: Provide technical assistance*

Competency Builders:

- 14.0.3.1 Provide product information*
- 14.0.3.2 Interpret product labels*
- 14.0.3.3 Determine extent of guarantees*

Competency 14.0.4: Demonstrate presale skills*

Competency Builders:

- 14.0.4.1 Examine types of selling techniques*
- 14.0.4.2 Identify types of customers*
- 14.0.4.3 Recognize customer buying motives*
- 14.0.4.4 Recognize customer buying signals*

Competency 14.0.5: Conduct sale

Competency Builders:

- 14.0.5.1 Greet customers
- 14.0.5.2 Use questioning techniques
- 14.0.5.3 Use selling techniques
- 14.0.5.4 Use product demonstrations, exhibits, and displays
- 14.0.5.5 Process tax-exempt sales transaction
- 14.0.5.6 Process charge card sales transaction
- 14.0.5.7 Complete sales tickets
- 14.0.5.8 Complete sales slip
- 14.0.5.9 Compute taxes
- 14.0.5.10 Operate cash register
- 14.0.5.11 Receive telephone orders
- 14.0.5.12 Make change

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- 14.0.5.13 Process customer refund
- 14.0.5.14 Detect counterfeit money
- 14.0.5.15 Record sales information
- 14.0.5.16 Use computerized pricing systems
- 14.0.5.17 Use current price list(s)

Unit 15: Marketing

Competency 15.0.1: Market products*

Competency Builders:

- 15.0.1.1 Interpret meat marketing regulations*
- 15.0.1.2 Locate market information sources*
- 15.0.1.3 Determine when to market*
- 15.0.1.4 Identify target markets*
- 15.0.1.5 Identify potential buyers*
- 15.0.1.6 Identify distribution channels*
- 15.0.1.7 Analyze competition*
- 15.0.1.8 Develop marketing goals*

Competency 15.0.2: Advertise products and services*

Competency Builders:

- 15.0.2.1 Identify products and services to be presented*
- 15.0.2.2 Identify opportunities for publicity*
- 15.0.2.3 Identify types of advertising media*
- 15.0.2.4 Prepare advertising materials*

Competency 15.0.3: Display products

Competency Builders:

- 15.0.3.1 Arrange fresh meat displays
- 15.0.3.2 Set up self-service meat display
- 15.0.3.3 Prepare a tray pack for poultry
- 15.0.3.4 Group products
- 15.0.3.5 Post sales announcements
- 15.0.3.6 Monitor lighting and temperature of display case
- 15.0.3.7 Rotate products
- 15.0.3.8 Prepare product removal report*

Competency 15.0.4: Use and maintain price lists and catalogs*

Competency Builders:

- 15.0.4.1 Compare prices of similar products and services*
- 15.0.4.2 Determine material and service availability*
- 15.0.4.3 Keep product and service catalogs current*

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Competency 15.0.5: Price merchandise*

Competency Builders:

- 15.0.5.1 Estimate fixed and variable expenses*
- 15.0.5.2 Calculate markup*
- 15.0.5.3 Calculate break-even point*
- 15.0.5.4 Compare pricing strategies*
- 15.0.5.5 Identify psychological effects of pricing*

Unit 16: Product Handling

Competency 16.0.1: Package products

Competency Builders:

- 16.0.1.1 Follow general safety precautions
- 16.0.1.2 Program scale
- 16.0.1.3 Weigh meats
- 16.0.1.4 Organize and rotate product(s)
- 16.0.1.5 Estimate weight of meats
- 16.0.1.6 Identify cross-cutting issues
- 16.0.1.7 Identify packaging materials
- 16.0.1.8 Identify packaging methods
- 16.0.1.9 Select packaging
- 16.0.1.10 Fill containers
- 16.0.1.11 Wrap packages
- 16.0.1.12 Identify packages for rewrapping
- 16.0.1.13 Seal packages
- 16.0.1.14 Label packages
- 16.0.1.15 Bag poultry
- 16.0.1.16 Pack precut parts

Competency 16.0.2: Store refrigerated/frozen products

Competency Builders:

- 16.0.2.1 Follow general safety precautions
- 16.0.2.2 Handle carcasses
- 16.0.2.3 Handle retail meat
- 16.0.2.4 Identify shrink and impact on profits
- 16.0.2.5 Monitor air circulation
- 16.0.2.6 Monitor temperature
- 16.0.2.7 Monitor humidity
- 16.0.2.8 Monitor lighting
- 16.0.2.9 Rotate meats
- 16.0.2.10 Quick-freeze meats
- 16.0.2.11 Identify storage life of fresh and frozen products
- 16.0.2.12 Recognize signs of meat spoilage
- 16.0.2.13 Recognize damaged products
- 16.0.2.14 Identify freezer burn

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Competency 16.0.3: Control dry goods inventory

Competency Builders:

- 16.0.3.1 Organize storage area
- 16.0.3.2 Conduct physical inventory
- 16.0.3.3 Identify high-activity and low-activity items
- 16.0.3.4 Maintain inventory records
- 16.0.3.5 Identify items to be ordered/reordered

Competency 16.0.4: Order dry good supplies*

Competency Builders:

- 16.0.4.1 Assess product seasonality*
- 16.0.4.2 Determine what to order*
- 16.0.4.3 Evaluate quality of available product*
- 16.0.4.4 Determine when to order*
- 16.0.4.5 Use vendor discounts*
- 16.0.4.6 Select vendors*
- 16.0.4.7 Determine amount of storage needed*
- 16.0.4.8 Determine quantity to order*

Competency 16.0.5: Receive shipments

Competency Builders:

- 16.0.5.1 Follow general safety precautions
- 16.0.5.2 Verify order
- 16.0.5.3 Unload items
- 16.0.5.4 Interpret packing slips and invoices
- 16.0.5.5 Check for shipping discrepancies
- 16.0.5.6 Inspect for damage
- 16.0.5.7 Check quality
- 16.0.5.8 Check weight
- 16.0.5.9 Check code dates
- 16.0.5.10 Distribute merchandise to designated location

Competency 16.0.6: Ship products

Competency Builders:

- 16.0.6.1 Follow general safety precautions
- 16.0.6.2 Record shipments
- 16.0.6.3 Assemble order
- 16.0.6.4 Verify order
- 16.0.6.5 Load products
- 16.0.6.6 Secure load
- 16.0.6.7 Prepare shipping documents*
- 16.0.6.8 Arrange delivery*
- 16.0.6.9 Determine delivery route*
- 16.0.6.10 Calculate shipping charges*
- 16.0.6.11 Comply with government regulations*

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Unit 17: Business Management*

Competency 17.0.1: Perform general office duties*

Competency Builders:

- 17.0.1.1 Duplicate materials*
- 17.0.1.2 File materials*
- 17.0.1.3 Process mail*
- 17.0.1.4 Prepare correspondence*
- 17.0.1.5 Prepare reports*
- 17.0.1.6 Plan work schedules*
- 17.0.1.7 Plan work day*
- 17.0.1.8 Use FAX machine*
- 17.0.1.9 Operate computer*
- 17.0.1.10 Interpret computer printouts*
- 17.0.1.11 Maintain service records*
- 17.0.1.12 Record invoice records*
- 17.0.1.13 Secure business documents*
- 17.0.1.14 Schedule appointments and meetings*
- 17.0.1.15 Open and close business facility*
- 17.0.1.16 Schedule work hours*

Competency 17.0.2: Manage business finance*

Competency Builders:

- 17.0.2.1 Prepare budget*
- 17.0.2.2 Calculate insurance needs*
- 17.0.2.3 Identify sources of business capital*
- 17.0.2.4 Interpret financial statements*
- 17.0.2.5 Record accounts payable*
- 17.0.2.6 Prepare cash flow statements*
- 17.0.2.7 Calculate overhead costs*
- 17.0.2.8 Calculate cost of processing*

Competency 17.0.3: Conduct general banking procedures*

Competency Builders:

- 17.0.3.1 Prepare funds for bank deposit*
- 17.0.3.2 Make bank deposit*
- 17.0.3.3 Write checks*
- 17.0.3.4 Endorse checks*
- 17.0.3.5 Balance bank statement*
- 17.0.3.6 Use automated tellers*

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Competency 17.0.4: Keep customer accounts*

Competency Builders:

- 17.0.4.1 Set up customer file*
- 17.0.4.2 Post receipts*
- 17.0.4.3 Balance customer accounts*
- 17.0.4.4 Prepare statements*
- 17.0.4.5 Prepare invoices*
- 17.0.4.6 Check customer credit references*

Competency 17.0.5: Minimize theft*

Competency Builders:

- 17.0.5.1 Examine effect of theft on profit*
- 17.0.5.2 Identify potential loss situations*
- 17.0.5.3 Maintain organized work area*
- 17.0.5.4 Interpret laws regarding theft*

Unit 18: Employability Skills

Subunit 18.1: Career Development

Competency 18.1.1: Investigate career options

Competency Builders:

- 18.1.1.1 Determine interests and aptitudes
- 18.1.1.2 Identify career options
- 18.1.1.3 Research occupations matching interests and aptitudes
- 18.1.1.4 Select career(s) that best match(es) interests and aptitudes
- 18.1.1.5 Identify advantages and disadvantages of career options, including nontraditional careers
- 18.1.1.6 Assess differences in wages, annual incomes, and job opportunities based on geographic location
- 18.1.1.7 Develop a career plan

Competency 18.1.2: Analyze potential barriers to employment

Competency Builders:

- 18.1.2.1 Identify common barriers to employment
- 18.1.2.2 Describe strategies to overcome employment barriers

Unit 18: Employability Skills

Subunit 18.2: Decision Making and Problem Solving

Competency 18.2.1: Apply decision-making techniques in the workplace

Competency Builders:

- 18.2.1.1 Identify the decision to be made
- 18.2.1.2 Compare alternatives
- 18.2.1.3 Determine consequences of each alternative
- 18.2.1.4 Make decisions based on values and goals
- 18.2.1.5 Evaluate the decision made

Competency 18.2.2: Apply problem-solving techniques in the workplace

Competency Builders:

- 18.2.2.1 Diagnose the problem and its causes
- 18.2.2.2 Identify alternatives and their consequences in relation to the problem
- 18.2.2.3 Examine multicultural and nonsexist dimensions of problem solving
- 18.2.2.4 Utilize resources to explore possible solutions to the problem
- 18.2.2.5 Compare and contrast the advantages and disadvantages of each solution
- 18.2.2.6 Determine appropriate action
- 18.2.2.7 Evaluate results

Unit 18: Employability Skills

Subunit 18.3: Work Ethic

Competency 18.3.1: Evaluate the relationship of self-esteem to work ethic

Competency Builders:

- 18.3.1.1 Identify special characteristics and abilities in self and others
- 18.3.1.2 Identify internal and external factors that affect self-esteem

Competency 18.3.2: Analyze the relationship of personal values and goals to work ethic both in and out of the workplace

Competency Builders:

- 18.3.2.1 Distinguish between values and goals
- 18.3.2.2 Determine the importance of values and goals
- 18.3.2.3 Evaluate how values affect goals
- 18.3.2.4 Identify short-term and long-term goals
- 18.3.2.5 Prioritize personal goals
- 18.3.2.6 Describe how personal values are reflected in work ethic
- 18.3.2.7 Describe how interactions in the workplace affect personal work ethic
- 18.3.2.8 Examine how life changes affect personal work ethic

Competency 18.3.3: Demonstrate work ethic

Competency Builders:

- 18.3.3.1 Examine factors that influence work ethic
- 18.3.3.2 Exhibit characteristics that reflect an appropriate work ethic

Unit 18: Employability Skills

Subunit 18.4: Job-Seeking Skills

Competency 18.4.1: Prepare for employment

Competency Builders:

- 18.4.1.1 Identify traditional and nontraditional employment sources
- 18.4.1.2 Utilize employment sources
- 18.4.1.3 Research job opportunities, including nontraditional careers
- 18.4.1.4 Interpret equal employment opportunity laws
- 18.4.1.5 Explain the critical importance of personal appearance, hygiene, and demeanor throughout the employment process
- 18.4.1.6 Prepare for generic employment tests and those specific to an occupation/organization

Competency 18.4.2: Design a résumé

Competency Builders:

- 18.4.2.1 Identify personal strengths and weaknesses
- 18.4.2.2 List skills and/or abilities, career objective(s), accomplishments/achievements, educational background, and work experience
- 18.4.2.3 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
- 18.4.2.4 Complete résumé using various formats
- 18.4.2.5 Secure references

Competency 18.4.3: Complete and process job application forms

Competency Builders:

- 18.4.3.1 Explain the importance of an application form
- 18.4.3.2 Identify ways to obtain job application forms
- 18.4.3.3 Describe methods for handling illegal questions on job application forms
- 18.4.3.4 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
- 18.4.3.5 Return application to proper person, request interview, and follow up

Competency 18.4.4: Demonstrate interviewing skills

Competency Builders:

- 18.4.4.1 Investigate interview environment and procedures
- 18.4.4.2 Explain the critical importance of personal appearance, hygiene, and demeanor
- 18.4.4.3 Demonstrate question and answer techniques
- 18.4.4.4 Demonstrate methods for handling difficult and/or illegal interview questions

Competency 18.4.5: Secure employment

Competency Builders:

- 18.4.5.1 Identify present and future employment opportunities within an occupation/organization
- 18.4.5.2 Research the organization/company
- 18.4.5.3 Use follow-up techniques to enhance employment potential
- 18.4.5.4 Compare and evaluate job offers

Unit 18: Employability Skills

Subunit 18.5: Job Retention Skills

Competency 18.5.1: Analyze the organizational structure of the workplace

Competency Builders:

- 18.5.1.1 Identify and evaluate employer expectations regarding job performance, work habits, attitudes, personal appearance, and hygiene
- 18.5.1.2 Be aware of and obey all company policies and procedures
- 18.5.1.3 Examine the role/relationship between employee and employer
- 18.5.1.4 Recognize opportunities for advancement and reasons for termination

Competency 18.5.2: Maintain positive relations with others

Competency Builders:

- 18.5.2.1 Exhibit appropriate work habits and attitude
- 18.5.2.2 Identify behaviors to establish successful working relationships
- 18.5.2.3 Cooperate and compromise through teamwork and group participation
- 18.5.2.4 Identify alternatives for dealing with harassment, bias, and discrimination based on race, color, national origin, sex, religion, handicap, or age

Unit 18: Employability Skills

Subunit 18.6: Job Advancement

Competency 18.6.1: Analyze opportunities for personal and career growth

Competency Builders:

- 18.6.1.1 Determine opportunities within an occupation/organization
- 18.6.1.2 Compare and contrast other opportunities
- 18.6.1.3 List benefits of job advancement
- 18.6.1.4 Evaluate factors involved when assuming a new position within or outside an occupation/organization

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Competency 18.6.2: Exhibit characteristics needed for advancement

Competency Builders:

- 18.6.2.1 Display a positive attitude
- 18.6.2.2 Demonstrate knowledge of a position
- 18.6.2.3 Perform quality work
- 18.6.2.4 Adapt to changing situations and technology
- 18.6.2.5 Demonstrate capability for different positions
- 18.6.2.6 Participate in continuing education/training programs
- 18.6.2.7 Respect, accept, and work with ALL individuals in the workplace

Unit 18: Employability Skills

Subunit 18.7: Technology in the Workplace

Competency 18.7.1: Assess the impact of technology in the workplace

Competency Builders:

- 18.7.1.1 Cite how past business/industry practices have influenced present business/industry processes
- 18.7.1.2 Investigate the use of technology in the workplace
- 18.7.1.3 Analyze how present skills can be applied to learning new technologies

Competency 18.7.2: Use a variety of technological applications

Competency Builders:

- 18.7.2.1 Explore basic mathematical, scientific, computer, and technological principles
- 18.7.2.2 Use technology to accomplish assigned tasks
- 18.7.2.3 Create solutions to problems using technical means

Unit 18: Employability Skills

Subunit 18.8: Lifelong Learning

Competency 18.8.1: Apply lifelong learning to individual situations

Competency Builders:

- 18.8.1.1 Define lifelong learning
- 18.8.1.2 Identify factors that cause the need for lifelong learning

Competency 18.8.2: Adapt to change

Competency Builders:

- 18.8.2.1 Analyze the effects of change
- 18.8.2.2 Identify reasons why goals change
- 18.8.2.3 Describe the importance of flexibility when reevaluating goals
- 18.8.2.4 Evaluate the need for continuing education/training

Unit 18: Employability Skills

Subunit 18.9: Economic Education

Competency 18.9.1: Analyze global enterprise system

Competency Builders:

- 18.9.1.1 Identify characteristics of various enterprise systems
- 18.9.1.2 Examine the relationship between competition, risk, and profit
- 18.9.1.3 Illustrate how supply and demand influence price

Competency 18.9.2: Evaluate personal money management

Competency Builders:

- 18.9.2.1 Describe the need for personal management records
- 18.9.2.2 Identify methods of taxation
- 18.9.2.3 Analyze how credit affects financial security
- 18.9.2.4 Compare types and methods of investments
- 18.9.2.5 Prepare a personal budget
- 18.9.2.6 Be an informed and responsible consumer
- 18.9.2.7 Analyze the effects of advertising on the consumer

Unit 18: Employability Skills

Subunit 18.10: Balancing Work and Family

Competency 18.10.1: Analyze the effects of family on work

Competency Builders:

- 18.10.1.1 Recognize how family values, goals, and priorities are reflected in the workplace
- 18.10.1.2 Identify present and future family structures and responsibilities
- 18.10.1.3 Describe personal and family roles
- 18.10.1.4 Analyze concerns of working parent(s)
- 18.10.1.5 Examine how family responsibilities can conflict with work
- 18.10.1.6 Resolve family-related conflicts
- 18.10.1.7 Explain how to use support systems/community resources to help resolve family-related conflicts

Competency 18.10.2: Analyze the effects of work on family

Competency Builders:

- 18.10.2.1 Identify responsibilities associated with paid and nonpaid work
- 18.10.2.2 Compare the advantages and disadvantages of multiple incomes
- 18.10.2.3 Explain how work can conflict with family responsibilities
- 18.10.2.4 Explain how work-related stress can affect families
- 18.10.2.5 Identify family support systems and resources

Unit 18: Employability Skills

Subunit 18.11: Citizenship in the Workplace

Competency 18.11.1: Exercise the rights and responsibilities of citizenship in the workplace

Competency Builders:

- 18.11.1.1 Identify the basic rights and responsibilities of citizenship
- 18.11.1.2 Examine the history and contributions of all racial, ethnic, and cultural groups

Competency 18.11.2: Cooperate with others in the workplace

Competency Builders:

- 18.11.2.1 Identify situations in which compromise is necessary
- 18.11.2.2 Examine how individuals from various backgrounds contribute to work-related situations
- 18.11.2.3 Demonstrate initiative to facilitate cooperation
- 18.11.2.4 Give and receive constructive criticism to enhance cooperation

Unit 18: Employability Skills

Subunit 18.12: Leadership

Competency 18.12.1: Evaluate leadership styles appropriate for the workplace

Competency Builders:

- 18.12.1.1 Identify characteristics of effective leaders
- 18.12.1.2 Compare leadership styles
- 18.12.1.3 Demonstrate effective delegation skills
- 18.12.1.4 Identify opportunities to lead in the workplace

Competency 18.12.2: Demonstrate effective teamwork skills

Competency Builders:

- 18.12.2.1 Identify the responsibilities of a valuable group member
- 18.12.2.2 Exhibit open-mindedness
- 18.12.2.3 Identify methods of involving each member of a team
- 18.12.2.4 Contribute to the efficiency and success of a group
- 18.12.2.5 Determine ways to motivate others

Competency 18.12.3: Utilize effective communication skills

Competency Builders:

- 18.12.3.1 Identify the importance of listening
- 18.12.3.2 Demonstrate assertive communication
- 18.12.3.3 Recognize the importance of verbal and nonverbal cues and messages
- 18.12.3.4 Analyze written material
- 18.12.3.5 Prepare written material
- 18.12.3.6 Give and receive feedback
- 18.12.3.7 Articulate thoughts
- 18.12.3.8 Use appropriate language

Unit 18: Employability Skills

Subunit 18.13: Entrepreneurship

Competency 18.13.1: Evaluate the role of small business in the economy

Competency Builders:

- 18.13.1.1 Identify the benefits of small business to a community
- 18.13.1.2 Analyze opportunities for small business in a community

Competency 18.13.2: Examine considerations of starting a business

Competency Builders:

- 18.13.2.1 Research a business idea
- 18.13.2.2 Compare various ways to become a small business owner
- 18.13.2.3 Investigate factors to consider in financing a new business
- 18.13.2.4 Evaluate entrepreneurship as a career option

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