



**FISHMONGER TRAILBLAZER STEERING GROUP MEETING**  
**Monday 13<sup>th</sup> June 2016**  
**10:00am (refreshments) / 10:30am – 3:00pm**  
**National Federation of Fish Friers Training School, 4 Greenwood**  
**Mount, Leeds, LS6 4LQ**  
**MINUTES**

<b>Attendees</b>	
Andrew Kenny	Cross of York
Graham Young	Morrisons Produce Ltd
Margaret Money	Regal Fish Supplies Ltd
Joanne Shields	Regal Fish Supplies Ltd
Jenny Deasy	Sainsbury's Supermarkets Ltd
Gaynor Wright	Sea Foods
Steve Wright	Sea Foods
Lee Cooper	Seafood Training Academy
Matt Hardy	National Skills Academy for Food and Drink
Kris McGee	National Skills Academy for Food and Drink
<b>Apologies</b>	
Diane Wilford	BIS
Jonathan Batchelor	Ramus Seafood Emporium
Ruth Jennings	Sainsbury's Supermarkets Ltd
Giles Shaw	Wellgate Fisheries
Mark Oliver	Blue Earth Foods
Sue Densley	National Skills Academy for Food and Drink

**1. Welcome and Introductions**

AK opened the meeting.

Actions

n/a

**2. Review of minutes from the previous meeting**

MH reviewed minutes from the previous meeting. He thanked those who sent in Letters of Support/Crown Copyright to support the submission of the Standard. All outstanding actions would be covered today.

Actions

n/a

**3. Objectives and Aims for the Day**

MH went through the three objectives for the day:



- Look at Standard and feedback, and come up with a response
- Review Draft Assessment Plan
- Challenging Funding Cap (if necessary)

#### Actions

n/a

#### **4. Standard Update - BIS Feedback**

MH talked through the proposed changes to the Standard, annotated in red. The group agreed to remove "Level 2" from the title as it was stipulated elsewhere in the Standard.

The group proposed the below changes to the Fishmonger Standard in the Skills section, based on feedback that they were not directly related to the sector:

- Use tools and equipment safely *in the handling, preparing and sale of fish and shellfish*
- Work safely and hygienically *in the handling, preparing and sale of fish and shellfish*
- Handle complaints and resolve problems *appropriate to businesses policy and procedures*

The feedback from BIS also suggested removing the qualification from the End Point Assessment. The group discussed this at length and concluded it should be a mandatory gateway qualification for the End Point Assessment as they didn't want to appear "second rate" compared to other Trailblazers such as Butchery and Bakery (which have qualifications included).

As a result, the letters of support previously submitted would need to be amended. KM to redraft Letters of Support to include paragraph on mandating of qualifications within the Apprenticeship programme and to send to companies to confirm by e-mail that they would like their existing signed letters to be annotated with the revised text – to avoid them having to sign their letters again.

LC proposed approaching the Worshipful Company of Fishmongers who are developing a Master Fishmonger scheme. This could provide industry/professional recognition as a qualification is required as part of joining (thus strengthening the argument for a qualification to be included). LC will raise the possibility at his next meeting with WCOFM.

It was also agreed that a short survey could be developed to go out to businesses as part of further consultation on the Standard.





### Actions

- NSAFD to remove "Level 2" from the Standard title
- NSAFD to alter the wording of the Skills section as above to ensure the skills directly relate to the sector
- KM to redraft Letters of Support to include paragraph on mandating of qualifications within the Apprenticeship programme and to send to companies to confirm by e-mail that they would like their existing signed letters to be annotated with the revised text
- LC to raise the possibility of professional recognition for the Standard at his next meeting with WCOFM.
- KM to create a short survey to go out to businesses as part of further consultation on the Standard.

### **5. Review of Draft Assessment Plan**

The group reviewed the proposed Assessment Plan. As the qualification was now a gateway qualification, the group agreed the End Point Assessment should consist of three elements:

- A written Knowledge Test (accounting for 20%)  
The group debated on what this should include, and whether the duration of 60 minutes was sufficient. There was a proposal to include a mix of multiple choice questions and short answer scenario based questions.
- An Observation (accounting for 50%)  
The group agreed that a project was not suitable for this programme.
- A Professional Discussion/Interview (accounting for 30%)

After reviewing the grading table, the group confirmed they were happy with a three-tier Pass/Merit/Distinction grading.

MH asked the group to take away the Assessment Plan and feedback on the Assessment Plan (including grading threshold and which elements of the Standard should be included in the Knowledge Test, the Observation and the Discussion). The NSAFD will also go out to wider consultation via survey. This will be compiled and fed back to the group at the next meeting.

The group reviewed the Assessor requirements, mostly agreeing with them. They proposed adding Level 2 or 3 Health and Safety qualification to bring it in line with Seafish's assessors.



MH agreed to bring an updated Assessment Plan to the next meeting, along with a fleshed out qualification structure. MH also agreed to invite the NSAFD's BIS Relationship Manager to a future meeting.

#### Actions

- Group to take away the Assessment Plan and provide feedback (including grading threshold and which elements of the Standard should be included in the Knowledge Test, the Observation and the Discussion).
- NSAFD to go out to wider consultation on the Assessment Plan via survey.
- NSAFD to compile feedback and present to the group at the next meeting.
- NSAFD to add Level 2 or 3 Health and Safety qualification to the Assessor requirements.
- NSAFD to bring an updated Assessment Plan to the next meeting, along with a fleshed out qualification structure.
- NSAFD to invite the NSAFD's BIS Relationship Manager to a future meeting.

### **6. Funding Cap**

The group discussed the indicative funding cap of £2,000. The group expressed dissatisfaction with this, particularly given that Butchery and Bakery were both capped at £6,000. The group agreed that AK should write to BIS to express the intention to challenge this.

#### Actions

- AK to write to BIS to express the intention to challenge the funding cap.

### **7. Any Other Business**

The group discussed how to recruit more members to the group and how best to approach this. It was suggested that LC sent out a letter via the NFFF with the approval of their President. It was also proposed to change the venue to Fishmongers Hall to attract Southern-based Fishmongers and Retailers (including Waitrose).

LC informed the group that Seafish were setting up a fourth training network (Lincolnshire and Yorkshire) in July who will be delivering fishmonger training and developing a traineeship for unemployed people.

KM will circulate a Doodle Poll for the next meeting, held on a Monday in September/October. The papers will be circulated in advance of the meeting.





### Actions

- LC to create a letter via the NFFF with the approval of their President.
- KM to circulate a Doodle Poll for the next meeting, held on a Monday in September/October.

### **Summary of Actions**

- KM to circulate a Doodle Poll for the next meeting, held on a Monday in September/October.
- NSAFD to go out to wider consultation on the Assessment Plan via survey.
- NSAFD to compile feedback and present to the group at the next meeting.
- NSAFD to add Level 2 or 3 Health and Safety qualification to the Assessor requirements.
- NSAFD to bring an updated Assessment Plan to the next meeting, along with a fleshed out qualification structure.
- NSAFD to invite the NSAFD's BIS Relationship Manager to a future meeting.
- KM to circulate a Doodle Poll for the next meeting, held on a Monday in September/October.

### **Attendees Actions**

- Group to take away the Assessment Plan and provide feedback (including grading threshold and which elements of the Standard should be included in the Knowledge Test, the Observation and the Discussion).
- AK to write to BIS to express the intention to challenge the funding cap.
- LC to create a letter via the NFFF with the approval of their President.

### **Dates and venues for future meetings**

KM to circulate a Doodle Poll for the next meeting, held on a Monday in September/October.

Issued by and queries to: Kris McGee

### **Staff Contact Details**

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