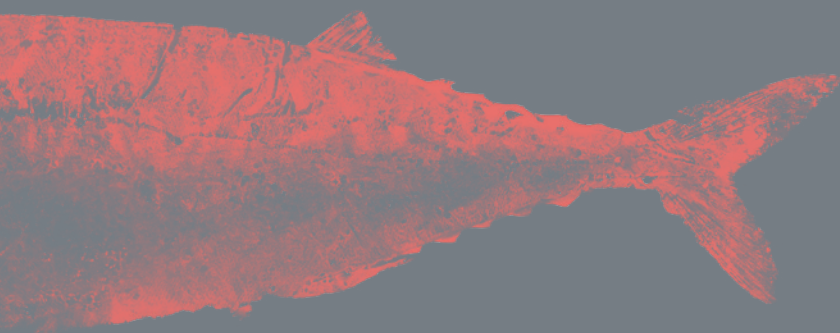




ADVANCED FISHMONGER CANDIDATE GUIDE



MASTER
FISHMONGER
STANDARD 



This booklet contains all the information you will need to apply as an MFS Advanced Fishmonger on the Master Fishmonger Standard. It is designed to support the knowledge and experience of candidates, trainers and assessors whilst at the same time avoiding prescribed techniques.

Developed by the Worshipful Company of Fishmongers (The Fishmongers' Company), the Master Fishmonger Standard strives to foster excellence within the fishmonger trade by encouraging and enabling a high standard of skill, and the growth of knowledge about seafood, fishing, aquaculture and the seafood industry.

Participation Statement

The Master Fishmonger Standard (MFS) recognises that there are a considerable variety of fishmonger-related qualifications, provided by a range of independent companies and training organisations. The MFS aims to integrate these courses under one umbrella framework, providing a system of nationally recognised grades which reflect both the knowledge and qualifications of a fishmonger. As a truly independent organisation, the Company will govern the Standard, with training and assessment provided by Company-approved regional delivery centres and assessors.

Acknowledgements

Many people have contributed to the preparation of this handbook by attending MFS working party meetings and by making detailed and constructive comments on the draft. Grateful thanks are due to all members of the MFS Steering Group for their help in the production of this publication.

WELCOME

Passionate about fish and the environment whilst upholding the heritage and craftsmanship of the fishmonger trade, the Master Fishmonger Standard celebrates professional excellence by certifying fishmongers with extensive professional skills and knowledge.

To be a certified MFS fishmonger shows a true commitment to the trade and to the future of our oceans.

SCOPE OF THE STANDARD

Recognising achievement across all levels and different disciplines, the Master Fishmonger Standard is composed of four tiers.

MFS Recognised Fishmonger

An individual relatively new to the trade, but who demonstrates exceptional drive and tenacity.

MFS Advanced Fishmonger

An experienced and dexterous individual with a passion for the trade.

MFS Master Fishmonger

An innovative, knowledgeable and high-skilled fishmonger, with a wealth of experience in the industry.

MFS Companion

An esteemed fishmonger who has demonstrated outstanding lifetime achievements in the fish trade.



WHAT IS AN MFS ADVANCED FISHMONGER?

This booklet has been developed for individuals seeking to gain recognition as an MFS Advanced Fishmonger.

MFS Advanced Fishmongers demonstrate dedication to their field of work within the seafood industry, and help to inspire the fishmongers of tomorrow through leadership. To be a certified MFS Advanced Fishmonger is to carry with you the knowledge from your predecessors. It is to be an innovator, a forward thinker and a catalyst for change.

As an MFS Advanced Fishmonger, you live by the trade, from trimming, de-boning, filleting or slicing. Your products are always hand-finished to the highest quality. With your breadth of knowledge and ability to connect with consumers, you are always on hand to offer recipe and preparation suggestions. You understand the importance of sourcing products that come from environmentally and ethically sound fisheries, and help to increase consumer confidence in the seafood industry.

HOW TO USE THIS GUIDE

Having taken your first steps towards attainment of the MFS Advanced Fishmonger accolade, this guide will walk you through the processes involved in obtaining recognition. You will need to read it carefully and work through each process meticulously.

The guide sets out clearly:

- The application and assessment process
- Guidance notes on how to apply for the MFS Advanced Fishmonger accolade
- Criteria that list the skills, experience and behaviour of an MFS Advanced Fishmonger



AN OVERVIEW OF THE APPLICATION PROCESS

1 Registration

Take the quick quiz to find out which MFS tier applies to you and register online at www.masterfishmonger.co.uk.

2 Download and read this Candidate Guide

Familiarise yourself with the details of the application process and the Criteria for the MFS Advanced Fishmonger tier.

3 Self-Assessment Form and Supporting Evidence

Complete the Self-Assessment Form, upload any qualification certificates / supporting evidence, and pay the registration fee.

4 MFS Assessment – Knowledge Test and Practical Observation

Following a review of your application, we may invite you to take the MFS Assessment, consisting of a Knowledge Test and Practical Observation. The MFS Assessment will test your practical skills, knowledge and behaviour as a fishmonger. You will need to achieve a pass rate in both the Knowledge Test and the Practical Observation to receive the MFS Advanced Fishmonger accolade.

Candidates with extensive training and experience may be awarded the accolade through merit.

5 After Your Assessment

Based on the evidence provided, we will make a recommendation about your application.

PRE-REQUISITE STANDARDS

As part of the registration process, you will need to declare that you meet the pre-requisite standards of the MFS Advanced Fishmonger Criteria, as follows:

- 1 Actively employed as a fishmonger
- 2 At least 5 years' industry experience
- 3 Supervisory / managerial experience in the fish trade

References will need to be provided and should specify the length of time you have worked at the establishment. Referees will need to be in a position of authority and should endorse your suitability as a potential candidate for the Standard.

MFS ADVANCED FISHMONGER CRITERIA

You will need to demonstrate how you fulfil the Criteria of an MFS Advanced Fishmonger, composed of ten categories. Each Criteria is a statement of what you must prove to justify receipt of the Standard.

You can demonstrate to your Assessor that you have the skills, knowledge and experience to pass that category if you have an appropriate qualification or substantial supporting evidence. If the supporting evidence options listed are not applicable to you, then you will need to take the MFS Assessment.

Food Safety and Hygiene

- 1 You can implement food safety procedures.

Supporting evidence options:

- 1a Food Safety qualification, Level 2 (or equivalent)
- ☐ Qualification
 - ☒ Supporting Evidence
 - ☒ Take the MFS Assessment

HACCP

- 2 You understand the purpose and features of HACCP, and can apply it in the workplace.

Supporting evidence options:

- 2a HACCP qualification, Level 1 (or equivalent)
- ☐ Qualification
- 2b MFS Assessment
- ☒ Take the MFS Assessment

Health and Safety

- 3 You can develop and implement health and safety policies and procedures, and can carry out risk assessments in the workplace.

Supporting evidence options:

- 3a Health and Safety qualification at a Level 2 (or equivalent)

3b MFS Assessment

- ☐ Qualification
- ☒ Supporting Evidence
- ☐ Take the MFS Assessment

Fisheries and Aquaculture

- 4 You understand the challenges and opportunities facing the commercial fishing and aquaculture sector, and are knowledgeable about wild fish stocks, seasonal variations, quotas, sustainability initiatives and harvesting methods and quotas.

Supporting evidence options:

- 4a a qualification covering fisheries and aquaculture, Level 3 (or equivalent)
- 4b experience in a range of fish and shellfish related occupations, with employment references
- 4c MFS Assessment

- ☐ Qualification
- ☐ Supporting Evidence
- ☐ Take the MFS Assessment

Fish and Shellfish Products

- 5 You can identify and talk about a range of commercial and underutilised species (i.e. taste, texture, colour, nutritional content, health benefits, preparation and recipe suggestions) and understand the factors which contribute to seafood product availability, condition, quality and price.

Supporting evidence options:

- 5a a qualification covering principles of seafood selection and / or purchasing, seafood product knowledge, nutrition and / or professional cooking with a focus on seafood, Level 3 (or equivalent)
- 5b at least five years' experience in a culinary position within a restaurant or catering environment, with employment references
- 5c at least three years' experience supervising fishmongers in the retail or catering fishmonger trade, with employment references
- 5d practical experience of selecting and purchasing fish and shellfish from docks and markets with references/supporting evidence

5e MFS Assessment

- ☐ Qualification
- ☐ Supporting Evidence
- ☐ Take the MFS Assessment

Preparation and Knife Skills

- 6 You can prepare a wide range of fish and shellfish products by hand, and know how to do specialist fishmonger techniques (such as specialist filleting techniques, smoking, curing, and brining).

Supporting evidence options:

- 6a a qualification covering the principles of seafood preparation, processing and packaging of seafood for the retail or catering trade, Level 3 (or equivalent)
- 6b at least five years' experience supervising fishmongers in a retail or catering environment, with employment references
- 6c at least five years' experience supervising the processing and manufacturing of seafood products with employment references
- 6d participation and winning awards in fish and shellfish preparation competitions

6e MFS Assessment

- ☐ Qualification
- ☐ Supporting Evidence
- ☐ Take the MFS Assessment

Fish and Shellfish

Quality Assessment

- 7 You understand the impacts associated with handling, processing and post-processing on seafood quality, and can assess quality and spoilage in a range of species.

Supporting evidence options:

- 7a a qualification in Seafood Quality Assessment, Level 3 (or equivalent)
- 7b experience in implementing Quality Index Monitoring and / or TORRY in a retail or catering fishmonger environment, with employment references
- 7c at least three years' experience supervising or managing quality assurance in a retail or catering fishmonger outlet with employment
- 7d evidence of having trained employees on seafood quality assessments
- 7e MFS Assessment
- ☐ Qualification
 - ☐ Supporting Evidence
 - ☐ Take the MFS Assessment

Retail

- 8 You understand the regulations, procedures and best practice guidelines when displaying seafood for retail, and understand how to promote and sell seafood products.

Supporting evidence options:

- 8a a qualification in customer service and / or retail skills in a food operation, Level 3 (or equivalent)
- 8b at least 3 years' experience of supervising fish and shellfish operations for the retail trade, with employment references
- 8c MFS Assessment
- ☐ Qualification
 - ☐ Supporting Evidence
 - ☐ Take the MFS Assessment

Handling and Processing

- 9 You understand how to control, monitor and process the supply of seafood.

Supporting evidence options:

- 9a a qualification in handling and / or processing seafood, Level 3 (or equivalent)
- 9b at least 3 years' experience supervising fish and shellfish operations in a fish processing environment, with employment references
- 9c MFS Assessment
- ☐ Qualification
 - ☐ Supporting Evidence
 - ☐ Take the MFS Assessment

Supervising and Management

- 10 You can identify problems and opportunities in the workplace, and have conducted inductions and on-going training for staff / employees. You can also monitor and report on production performance, plan work schedules, and establish procedures for operations.

Supporting evidence options:

- 10a a qualification covering food safety management, management of people management or supervising of food operations, Level 3 (or equivalent)
- 10b evidence of managing a team in a retail or catering environment with employment references
- 10c evidence of having created training manuals and associated resources for the fishmonger industry
- 10d evidence of having held inductions and / or training sessions for fishmongers
- 10e MFS Assessment
- ☐ Qualification
 - ☐ Supporting Evidence
 - ☐ Take the MFS Assessment



HOW TO COMPLETE THE SELF-ASSESSMENT FORM

You will need to demonstrate how you fulfil the Criteria of an MFS Advanced Fishmonger, composed of ten categories. Each Criteria is a statement of what you must prove to justify receipt of the Standard.

For each Criteria:

- 1 Read the Criteria and Supporting Evidence Options, think about your own experiences and how you meet the requirement.
- 2 Select the relevant box from one of the following options:
 - ☐ Qualification
 - ☐ Supporting Evidence
 - ☐ Take the MFS Assessment

Qualification

The Standard's Criteria can be met through the submission of a professional course certificate. If this applies to you, mark the 'Qualification' box, then upload or submit a copy of your certificate.

Supporting Evidence

In some cases, you may be able to demonstrate that you meet the Criteria by submitting Supporting Evidence. Your Assessor will need to be confident that your evidence is sufficient to pass the Criteria.

MFS Assessment

If you cannot demonstrate that you fulfil the Criteria by way of a Qualification or Supporting Evidence, then you will need to demonstrate that you meet the Criteria by completing the MFS Assessment.

- 3 Gather any evidence, then submit it with your form and registration fee.

EXAMPLE QUESTION AND ANSWER

Question:

Fisheries and Aquaculture

- 4 You understand the challenges and opportunities facing the commercial fishing and aquaculture sector, and are knowledgeable about wild fish stocks, seasonal variations, quotas, sustainability initiatives and harvesting methods and quotas.

Supporting evidence options:

- 4a a qualification covering fisheries and aquaculture, Level 3 (or equivalent)
- 4b extensive experience in a range of fish and shellfish related occupations, with employment references
- 4c MFS Assessment
- ☐ Qualification
 - ☐ Supporting Evidence
 - ☐ Take the MFS Assessment

Answer:

Fishmonger X has worked in the industry for 6 years, does not have a formal qualification in fisheries and aquaculture, but previously worked as a commercial fisher for two years. As Fishmonger X fulfils Criteria 5b, they would tick the Supporting Evidence box and could submit any one of the following:

- An employment reference or contract relating to the previous employment as a fisher
- Correspondence or evidence demonstrating relevant training and / or days at sea

Important Note: Fishmonger X must demonstrate that they fulfil for all ten Criteria points via a qualification certificate and / or supporting evidence, if they are to be exempt from taking the MFS Assessment.

HOW TO COLLECT AND PRESENT EVIDENCE

If you have substantial experience to fulfil the Criteria's requirements, then you may submit evidence to demonstrate this.

As a general structure, the evidence provided should fall into one of the following broad categories:

- qualifications or parts of qualifications relevant to each Criteria
- jobs in which you have held a position of authority, from which you can provide references
- significant on-the-job experiences and responsibilities
- work experience or placement periods outside of your normal job role
- site visits or work experience events when you have gained a new view of an aspect of the industry
- competitions or other industry events in which you have participated and possibly won awards
- membership in trade associations
- any other form of public recognition of your skills.

You may present your evidence using a variety of mediums and sources including photographic material, online reviews, customer letters, or personal testimonials from a trainee, colleague or manager. References should provide positive feedback and be relevant to a specific Criteria. Whenever a qualification is being used as proof of achievement a clear copy of the original certificate should be presented as evidence. Please do not submit original copies. If you are submitting a hard copy of your documents, a contents page should be provided and all evidence should be clearly linked to the Criteria number to which it refers.

All documents submitted will be treated as confidential and will only be disclosed to MFS personnel and elected independent assessor(s).





REVIEW OF YOUR APPLICATION

Once you have submitted your application and evidence, it will be assessed by an Independent Assessor, who will decide if you meet the Criteria for an MFS Advanced Fishmonger and if you need to take the MFS Assessment.

Candidates with extensive training and experience may be awarded the accolade through merit.

THE MFS ASSESSMENT

We may invite you to take the MFS Assessment, comprised of a Knowledge Test and Practical Observation, to demonstrate compliance with the tier's requirements. If this is required, we can arrange for the assessment to be taken at your place of work or at your nearest MFS-approved training facility. Scheduled MFS Assessments will also be posted on the MFS website.

You must pass both the Knowledge Test and the Practical Observation to achieve the MFS Advanced Fishmonger accolade. As a trained fishmonger, passing the assessment is within your reach. However you must still take the time to revise and practice your skills. For further information about the support we can offer see the section, MFS Course and Training Resources.

Important note: The MFS Assessment and the MFS Course incur additional fees. These fees will need to be paid to the approved MFS Assessor and / or training facility prior to taking the exam / course.

THE KNOWLEDGE TEST

The Knowledge Test will cover all aspects of the MFS Advanced Fishmonger Criteria. Each Knowledge Test features 60 multiple choice questions, comprising 1 mark each, and 10 short answer questions comprising 2 marks each. You will be given 90 minutes to complete the test. You will need to achieve a grade of at least 70 % (i.e. 56 marks out of the 80 available) to pass.

If you have any concerns about the test, you should make these known to your Assessor before your assessment day.

Remember to follow these top tips during your exam:

- Read all the answers before selecting one
- Cross out answer choices you are sure are incorrect
- Circle important words in the question
- If you are unsure of a question, leave it, carry on and come back to it at the end
- Never leave a question unanswered

THE PRACTICAL OBSERVATION

The Practical Observation will cover a broad range of skills based on fulfilment of the MFS Advanced Fishmonger Criteria.

Whilst your Assessor will take into consideration your place of work and respective duties, you must be able to demonstrate that you are an accomplished fishmonger and have the skills and a working knowledge and understanding of all the following:

- strict food safety and HACCP elements
- advanced fish filleting styles and techniques for a wide range of flat and round species
- shellfish preparation for a wide range of species
- consistent yield accuracy and attainment at speed
- portion cutting to exact customer specification
- seafood quality assessment
- supervising and management

You will also have to demonstrate an excellent working knowledge of one of the following:

- customer service
- retail display (set up, maintain and close-down), and
- handling and processing seafood

The assessment should last no more than 3 hours and can be conducted at your place of work or at an approved training facility. You will need to achieve a grade of at least 70 % to pass the practical assessment.

MFS COURSE AND TRAINING RESOURCES

We strongly advise all candidates to make use of the online resources and approved fishmonger qualifications prior to taking the MFS Assessment. Your success at the MFS Assessment will largely depend on your experience and level of preparation.

The MFS Course

This course has been specially developed for candidates wishing to pursue either the MFS Recognised or MFS Advanced tiers. Candidates will need to complete a series of MFS workbooks and attend a three-day course at the Seafood School at Billingsgate in London.

The MFS course will cover:

- Seafood Quality Assessment
- Fish and Shellfish Product Identification
- Fisheries and Aquaculture
- Hand and Knife Preparation Skills
- Retail Display Skills
- Handling and Processing

On the third day of the course, you will take the MFS Assessment at the School's training facility. You will need to fulfil the prerequisite standards of the MFS tier to take the test.

Independent Study

The Seafood Training Academy is a collaboration between seafood training networks, training organisations, providers and individual trainers. They offer a variety of learning resources and workbooks, which are free to download, as well as specialist fishmonger training programmes.

Approved Training Providers

Across the UK, there are many fishmonger courses and qualifications which have been approved by Seafish and the MFS as meeting a high standard of training with respect to materials, trainers, resources and experience. For further information about these providers, please see the MFS website.

After Your Assessment

After you have taken your MFS assessment, you will be issued with a summary report detailing your grade. If the Assessor feels that you have some way to go to meet the requirements, then they will provide you with direct support and advice on actions that need further improvement. Please take note of these concerns and reservations, and ask for clarification if you are unclear about what is required of you.

Once you have met the Criteria, you will be awarded with the MFS Advanced Fishmonger award. You will receive a certificate, an MFS Advanced Fishmonger embroidered badge, and will be issued with an MFS member number.

Useful Contacts

General Programme Enquiries

The Master Fishmonger Standard
The Fishmongers' Company
Fishmongers' Hall
London Bridge
London EC4R 9EL

www.masterfishmonger.co.uk
MFS@FishHall.org.uk
020 7626 3531

MFS Preparation Course and Examination Enquiries

Seafood School at Billingsgate
Office 30, Billingsgate Market,
Trafalgar Way
London
United Kingdom
E14 5ST

www.seafoodtraining.org
admin@seafoodtraining.org
020 7517 3548



The MFS is supported by:

www.masterfishmonger.co.uk

SEAFISH



The Seafood School
at
Billingsgate

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