



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **FDF30510 Certificate III in Retail Baking (Cake and Pastry)**

**Revision Number: 2**

## FDF30510 Certificate III in Retail Baking (Cake and Pastry)

### Modification History

November 2011: updates to imported units, minor edits.

### Description

This qualification covers the retail baking - cake and pastry specialisation within the food processing industry.

**Job Roles** The Certificate III in Retail Baking (Cake and Pastry) provides trade baking skills and knowledge for those working in a retail baking environment with a focus on cakes and pastry.

#### Additional qualification advice

Units selected from other Training Packages must be relevant to the work outcome, local industry requirements and the qualification level.

Some units imported into this qualification from the SIR07 Retail Services and SIT07 Tourism, Hospitality and Events Training Packages require prerequisite units in hygiene and food safety from the source Training Packages. These prerequisite units have not been imported as they duplicate food safety units already required as core skills within the Food Processing Training Package qualifications. If selecting these units, the RTO should facilitate recognition of the FDF units as suitable prerequisite unit alternatives.

Note: AgriFood Skills Australia expects that the design of any training delivery and assessment program to support the achievement of this qualification is based on:

- the context required by the industry and/or enterprise
- a holistic and integrated training delivery and assessment plan that identifies learning activities and evidence required
- flexible delivery options including on-the-job and work-based training that support the development of competency.

## Pathways Information

**Pathways into the qualification** Pathways for candidates considering this qualification include:

- FDF20510 Certificate II in Retail Baking Assistance
- direct entry
- relevant vocational training and/or work experience.

**Pathways from the qualification** After achieving this qualification, candidates may undertake FDF40110 Certificate IV in Food Processing or other suitable Certificate IV qualifications.

## Licensing/Regulatory Information

**Licensing, Legislative, Regulatory or Certification Considerations** There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, all work must comply with food safety, occupational health and safety (OHS) and environmental regulations and legislation that apply to the workplace.

## Entry Requirements

Not applicable.

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the employability skills as identified by the retail baking industries for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that reflect skill requirements for this level.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> <li>• Confirm relevant industry and workplace requirements</li> <li>• Understand personal and team requirements of relevant industry and workplace standards, regulations and policies</li> <li>• Complete standard documentation</li> <li>• Use communication technologies efficiently</li> <li>• Provide relevant work-related information to others</li> <li>• Ensure records are accurate and legible</li> <li>• Establish effective working relationships with colleagues</li> <li>• Undertake interactive workplace communication</li> <li>• Support team communication practices</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Implement work team reporting requirements</li> <li>• Work as a team member</li> <li>• Implement team tasks in accordance with regulatory and workplace requirements</li> <li>• Work cooperatively with people of different ages, gender, race or religion</li> <li>• Undertake appropriate and effective communication with team members</li> </ul>
Problem-solving	<ul style="list-style-type: none"> <li>• Identify risks and implement risk control measures for machinery and equipment</li> <li>• Identify and address problems and faults</li> <li>• Use problem solving techniques to determine work requirements</li> <li>• Assess processes and outcomes against quality criteria</li> <li>• Identify non-compliances</li> <li>• Implement food safety procedures</li> <li>• Comply with environmental standards and requirements of the workplace</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>• Contribute to continuous improvement processes</li> <li>• Seek and provide feedback on procedures and processes</li> <li>• Identify non-conformances to quality standards and take appropriate action</li> <li>• Rectify problems promptly and appropriately</li> </ul>

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	<ul style="list-style-type: none"> <li>• Monitor and adjust activity in response to operational variations</li> <li>• Identify, assess and act on existing and potential risks</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• Determine work requirements in order to meet output targets</li> <li>• Identify priorities and variables that impact on work planning</li> <li>• Ensure work tools are ready and available for operations</li> <li>• Plan activities to meet work targets</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>• Manage own work to meet performance criteria</li> <li>• Conduct regular housekeeping activities to keep work area clean and tidy at all times</li> <li>• Maintain currency of relevant, work-related information</li> <li>• Monitor own work against quality standards and identify areas for improvement</li> <li>• Understand own work activities and responsibilities</li> <li>• Identify and apply safety procedures, including the use of protective equipment</li> <li>• Manage work load priorities and timelines</li> <li>• Comply with environmental standards and requirements of the workplace</li> </ul>
Learning	<ul style="list-style-type: none"> <li>• Recognise limits of own expertise and seek skill development if required</li> <li>• Assess competencies in meeting job requirements</li> <li>• Ask questions to expand own knowledge</li> <li>• Maintain skill and knowledge currency</li> <li>• Participate in learning and development opportunities</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• Use baking machines and equipment in correct operational mode</li> <li>• Monitor machine operation</li> <li>• Perform minor maintenance on machinery</li> <li>• Work with technology safely and according to workplace standards</li> </ul>

## Packaging Rules

### Packaging Rules

This qualification requires the achievement of **sixteen (16)** units of competency in accordance with the following rules.

#### **Thirteen (13) Core units**

#### **Three (3) Elective units**

**Elective selection must include:**

- One (1) Group A elective unit

**Two (2) remaining elective units may be selected from:**

- Group A elective units below, not previously selected
- Units packaged at Group A in FDF20510 Certificate II in Retail Baking Assistance
- Units packaged at FDF40110 Certificate IV in Food Processing (maximum of 1)
- Units from any nationally endorsed Training Package and accredited course that are packaged at Certificate I level (maximum 1 unit), Certificate II level (maximum 1 unit) and Certificate III level

NOTE: Units marked with an asterisk (\*) require completion of prerequisite unit/s which is identified under the unit.

**CORE UNITS**

Complete all thirteen (13) core units.

FDFFS2001A	Implement the food safety program and procedures
FDFOHS3001A	Contribute to OHS processes
FDFOP2061A	Use numerical applications in the workplace
FDFOP2064A	Provide and apply workplace information
FDFRB2001A	Form and fill pastry products
FDFRB2002A	Prepare fillings
FDFRB3001A	Produce pastry
FDFRB3003A	Produce sponge, cake and cookie batter
FDFRB3004A	Decorate cakes and cookies
FDFRB3006A	Bake sponges, cakes and cookies
FDFRB3007A	Bake pastry products
FDFRB3012A	<p>Diagnose and respond to product and process faults (pastry, cake and cookies)*</p> <p><i>FDFRB2001A Form and fill pastry products</i></p> <p><i>FDFRB2002A Prepare fillings</i></p> <p><i>FDFRB3001A Produce pastry</i></p> <p><i>FDFRB3003A Produce sponge, cake and cookie batter</i></p> <p><i>FDFRB3004A Decorate cake and cookies</i></p> <p><i>FDFRB3006A Bake sponges, cakes and cookies</i></p> <p><i>FDFRB3007A Bake pastry products</i></p>

MSAENV272B	Participate in environmentally sustainable work practices
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## GROUP A

Select a minimum of one (1) Group A elective units.

FDFOP3005A	Prepare food products using basic cooking methods* <i>FDFFS2001A Implement the food safety program and procedures</i>
FDFOP3006A	Identify cultural, religious and dietary requirements for food products
FDFRB2003A	Produce meringue-based products
FDFRB3014A	Produce sweet yeast products
FDFRB3015A	Produce and decorate gateaux and tortes* <i>FDFRB2002A Prepare fillings</i> <i>FDFRB2003A Produce meringue-based products</i> <i>FDFRB3001A Produce pastry</i> <i>FDFRB3003A Produce sponge, cake and cookie batter</i> <i>FDFRB3004A Decorate cakes and cookies</i> <i>FDFRB3006A Bake sponges, cakes and cookies</i> <i>FDFRB3007A Bake pastry products</i>
FDFRB3016A	Plan and schedule production for retail bakery
FDFRB3017A	Participate in product development
FDFPPL3003A	Support and mentor individuals and groups
FDFTEC3001A	Participate in a HACCP team* <i>FDFFS2001A Implement the food safety program and procedures</i>
BSBCUS301A	Deliver and monitor a service to customers
HLTFA301C	Apply first aid
MSACMS401A	Ensure process improvements are sustained
SITHCCC022A	Prepare chocolate and chocolate confectionery* <i>SITXOHS002A Follow workplace hygiene procedures</i>
SITHFAB012B	Prepare and serve espresso coffee
SITHPAT007A	Prepare and display petits fours* <i>SITHPAT001A Prepare and produce pastries</i> <i>SITHPAT002A Prepare and produce cakes</i> <i>SITHPAT003A Prepare and produce yeast goods or,</i> <i>SITHCCC014A Prepare pastries, cakes and yeast goods*</i>

	<i>SITHCCC001B Organise and prepare food</i> <i>SITHCCC002A Present food</i> <i>SITHCCC005A Use basic methods of cookery</i> <i>SITXOHS002A Follow workplace hygiene procedures</i>
SITHPAT008A	Prepare and model marzipan* <i>SITXOHS002A Follow workplace hygiene procedures</i>
SITHPAT010A	Prepare and display sugar work* <i>SITXOHS002A Follow workplace hygiene procedures</i>
TLIA3038A	Control and order stock