



Australian Government

Department of Education, Employment and Workplace Relations

FDF20510 Certificate II in Retail Baking Assistance

Release 3

FDF20510 Certificate II in Retail Baking Assistance

Modification History

September 2012: Replacement of superseded imported Units.

November 2011: Update to imported Units, minor edits.

Description

This Qualification covers the retail baking specialisation within the food processing industry.

Job Roles

The Certificate II in Retail Baking Assistance targets those working within a retail baking environments undertaking non-trade related work or working as a trade assistant. This Qualification is designed for application in supervised environments where the work is primarily predictable with some basic problem solving requirements. Typically this role would include some predetermined, routine baking functions with customer service and general preparation and cleaning skills.

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:

- FDF10111 Certificate I in Food Processing
- direct entry
- limited vocational training and/or work experience.

Pathways from the Qualification

After achieving this Qualification, candidates may undertake FDF30510 Certificate III in Retail Baking (Cake and Pastry), FDF30610 Certificate III in Retail Baking (Bread) or FDF30710 Certificate III in Retail Baking (Combined).

Licensing/Regulatory Information

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

Certificate II in Retail Baking Assistance

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"> • Complete work forms and required written documentation. • Use communication and information technologies to support work operations. • Demonstrate effective and appropriate interpersonal skills. • Interpret and apply workplace procedures and instructions. • Share workplace information. • Communicate information about problems with work. • Communicate information relating to OHS.
Teamwork	<ul style="list-style-type: none"> • Work as part of a team. • Provide assistance to others in the work area. • Identify own role and responsibilities within a team. • Identify team goals. • Share work-related information. • Maintain health and safety of work area for self and others.
Problem-solving	<ul style="list-style-type: none"> • Identify and report any workplace hazards. • Identify workplace problems and make contributions to their solution. • Identify health and safety issues relating to work in the retail baking industry. • Apply food safety procedures. • Apply knowledge of materials, product purpose and processes to work operations. • Check performance of machines and equipment and identify signs of faulty operations. • Monitor workplace activities and identify and report non-compliances.
Initiative and enterprise	<ul style="list-style-type: none"> • Provide feedback on procedures and processes. • Gather and interpret information to support safe and efficient work. • Ask questions regarding requirements and expectations. • Make suggestions for continuous improvement. • Inspect quality of work on an ongoing basis. • Record basic information on the quality and other indicators of work outcomes.

Planning and organising	<ul style="list-style-type: none"> • Identify work requirements and work load priorities. • Plan work activities to meet daily work requirements. • Direct items to the correct area for further processing. • Identify and use relevant personal protective equipment. • Organise work area to maintain housekeeping standards. • Select and organise relevant equipment and tools. • Identify and report issues affecting ability to meet work outcomes.
Self-management	<ul style="list-style-type: none"> • Understand own work activities. • Identify personal responsibilities. • Accept responsibility for quality of own work. • Follow OHS and food safety practices. • Plan to meet required work outcomes of self and team. • Monitor own work. • Maintain own work efficiency. • Keep the work area clean and tidy at all times.
Learning	<ul style="list-style-type: none"> • Assess own competencies in meeting job requirements. • Listen to feedback and advice of supervisors. • Identify own skill requirements and seek skill development if required. • Attend training or skill development activities. • Ask questions to expand own knowledge.
Technology	<ul style="list-style-type: none"> • Use work tools, machines and equipment safely and effectively. • Perform minor maintenance on machinery in accordance with workplace practice. • Use manual handling technologies in the workplace.

Packaging Rules

This Qualification requires the achievement of **thirteen (13)** Units of Competency in accordance with the following rules.

Total Units must include a minimum of eight (8) Units coded FDF.

Eight (8) Core Units

Five (5) Elective Units

Elective selection must include:

- Three (3) Group A elective Units

Two (2) remaining elective Units may be selected from:

- Group A elective Units below, not previously selected
- Units from this Training Package, any other nationally endorsed Training Package and accredited course that are packaged at Certificate I level (maximum 1 Unit) Certificate II level, and Certificate III level (maximum 1 Unit)

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

CORE UNITS

Complete all eight (8) core Units.

FDFFS2001A	Implement the food safety program and procedures
FDFOHS2001A	Participate in OHS processes
FDFOP2061A	Use numerical applications in the workplace
FDFOP2063A	Apply quality systems and procedures
FDFOP2064A	Provide and apply workplace information
FDFRB2004A	Provide production assistance for bread products
FDFRB2005A	Provide assistance in cake, pastry and biscuit production
MSAENV272B	Participate in environmentally sustainable work practices

GROUP A

Select a minimum of three (3) Group A Units. At least two (2) Units must start with the code FDFRB or FDFBK.

FDFBK2001A	Operate a cooling and slicing process
FDFBK2002A	Operate a pastry forming and filling process

FDFBK2005A	Operate a doughnut making process
FDFBK2006A	Operate a griddle production process
FDFBK2007A	Operate a pastry production process
FDFOP1003A	Carry out manual handling tasks
FDFOP2003A	Clean equipment in place
FDFOP2004A	Clean and sanitise equipment
FDFOP2005A	Work in a socially diverse environment
FDFOP2011A	Conduct routine maintenance
FDFOP2022A	Operate a high speed wrapping process
FDFPPL2001A	Participate in work teams and groups
FDFRB1001A	Finish products
FDFRB2001A	Form and fill pastry products
FDFRB2002A	Prepare fillings
FDFRB2003A	Produce meringue-based products
HLTFA301C	Apply first aid
SIRXFIN201	Balance and secure point-of-sale terminal
SIRXFIN002A	Perform retail finance duties
SIRXMER201	Merchandise products
SIRRMER004A	Prepare and display bakery products* <i>SIRRFSA001A Apply retail food safety practices</i>
SIRXRSK001A	Minimise theft
SIRXSLS002A	Advise on products and services
SITHFAB012B	Prepare and serve espresso coffee