



**Australian Government**

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

# **FDF40811 Certificate IV in Advanced Baking**

**Release 2**

## **FDF40811 Certificate IV in Advanced Baking**

### **Modification History**

September 2012: Replacement of superseded imported Units.

### **Description**

This Qualification covers post-trade outcomes for retail bakers, bread makers and pastry cooks. It may be packaged to reflect a specialisation in advanced technical baking skills or in bakery business management skills, or to reflect a combination of both.

Testamur issued for this Qualification are to be titled 'Certificate IV in Advanced Baking'. An additional descriptor may be added by the RTO to reflect Unit selection. When a minimum of four (4) Technical Baking stream Units is selected, the testamur may be titled Certificate IV in Advanced Baking (Technical Baking). When a minimum of four (4) Baking Business Operations stream Units is selected, the testamur may be titled Certificate IV in Advanced Baking (Baking Business Operations).

### **Job roles**

The FDF40811 Certificate IV in Advanced Baking targets those working in a retail baking enterprise as owners, managers and/or senior bakers or pastry cooks.

This Qualification includes technical, artisan and creative skills and knowledge required to produce bakery products, solve baking problems, and ensure that operations are implemented and maintained to optimal performance. It also covers skills in monitoring the implementation of systems and procedures, and management functions of the organisation.

### **Additional Qualification advice**

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

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**

Units completed as part of a Certificate III in Retail Baking can be counted towards the Units required for FDF40811 Certificate IV in Advanced Baking where they are listed in the Certificate IV packaging rules.

### **Pathways from the Qualification**

After achieving this Qualification, candidates may undertake FDF50110 Diploma of Food Processing or any other suitable Qualification.

## **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**

This Qualification is a post-trade Qualification and requires one of the following trade-related Qualifications for entry:

- FDF30510 Certificate III in Retail Baking (Cake and Pastry)
- FDF30610 Certificate III in Retail Baking (Bread)
- FDF30710 Certificate III in Retail Baking (Combined)

Entry may also occur on the basis of an RTO assessment of equivalent industry skills and knowledge to one of the above Qualifications.

## Employability Skills Summary

### Certificate IV in Advanced Baking

The following table contains a summary of the Employability Skills as identified by the retail baking industry 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:
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Complete workplace documentation and records.</li> <li>• Use a range of communication technologies to support work operations.</li> <li>• Develop work instructions, specifications and procedures.</li> <li>• Demonstrate effective and appropriate communication and interpersonal skills when dealing with people.</li> <li>• Undertake numerical calculations to determine ingredient quantities.</li> <li>• Communicate with all team members in a professional manner.</li> <li>• Demonstrate effective and appropriate documentation, communication and interpersonal skills when dealing with internal and external clients.</li> <li>• Use most appropriate communication method given priority, cost and audience needs.</li> <li>• Access, interpret and apply technical information.</li> <li>• Analyse data and information to determine implications for work operations.</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• Work cooperatively with people of different ages, gender, race or religion.</li> <li>• Liaise with, and provide support to, other team members.</li> <li>• Demonstrate leadership skills.</li> <li>• Identify and manage performance required to meet internal and external customer needs in own work and team work.</li> <li>• Manage organisational processes and provide problem solving support to others.</li> </ul>
<b>Problem solving</b>	<ul style="list-style-type: none"> <li>• Investigate problems and determine root cause.</li> <li>• Identify, rectify or report potential and actual problems associated with work operations.</li> <li>• Identify factors which may affect the product or service to be provided.</li> <li>• Assess product quality and determine potential improvements.</li> <li>• Use ingredient and process knowledge to solve problems.</li> <li>• Identify safety hazards and suggest control measures.</li> <li>• Identify environmental hazards and implement corrective measures.</li> <li>• Monitor food safety practices.</li> </ul>

	<ul style="list-style-type: none"> <li>• Implement food safety procedures in the workplace.</li> </ul>
<b>Initiative and enterprise</b>	<ul style="list-style-type: none"> <li>• Gather and analyse feedback on products, processes and procedures.</li> <li>• Assess quality and other indicators of products.</li> <li>• Support achievement of efficient production processes.</li> <li>• Determine and act on situations requiring further information or problem solving..</li> <li>• Assist in the implementation of continuous improvement processes</li> <li>• Identify opportunities for product development.</li> <li>• Test product ideas on the market.</li> <li>• Provide leadership in the workplace.</li> </ul>
<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>• Identify hazards and implement appropriate hazard control measures.</li> <li>• Demonstrate time management skills.</li> <li>• Determine production scheduling requirements.</li> <li>• Determine suitable strategies to control production times and processes.</li> <li>• Source and prepare materials and resources and ensure availability to support work operations.</li> <li>• Schedule and sequence work to maximise safety and productivity.</li> <li>• Optimise work processes.</li> </ul>
<b>Self-management</b>	<ul style="list-style-type: none"> <li>• Interpret and apply relevant Acts and regulations.</li> <li>• Keep work area clean and tidy at all times.</li> <li>• Monitor own work and work of team and identify and act on any quality issues.</li> <li>• Manage own time to meet deadlines and production schedules.</li> <li>• Implement and monitor workplace procedures and instructions.</li> <li>• Lead by example in work practices.</li> <li>• Monitor own work to ensure it meets workplace environmental requirements.</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>• Implement learning activities as appropriate to ensure achievement of specified work requirements.</li> <li>• Be supportive and assertive and use interpersonal skills to encourage workplace learning.</li> <li>• Identify own training needs and seek skill development, if required.</li> <li>• Gather feedback to own work to assess effectiveness in meeting objectives and integrate information into own practice.</li> <li>• Assess work data and information to identify areas for improved performance.</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>• Use computer software applications effectively.</li> <li>• Work with machines and workplace technology safely and according to workplace standards.</li> <li>• Help others use technology efficiently and safely.</li> </ul>

	<ul style="list-style-type: none"><li>• Ensure readiness and operational efficiency of workplace technology.</li></ul>
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## Packaging Rules

This Qualification requires the achievement of **fourteen (14)** Units of Competency in accordance with the following rules.

### Five (5) Core Units

### Nine (9) Elective Units

#### Elective selection must include seven (7) elective Units consisting of:

- A minimum of four (4) Group A Specialist Elective Units PLUS three (3) Units from Group A, B OR C, not previously selected in this Qualification
- OR
- A minimum of four (4) Group B Specialist Elective Units PLUS three (3) Units from Group A, B OR C, not previously selected in this Qualification

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

- Group A, B and C Units listed below, not previously selected
- Units from any nationally endorsed Training Package and accredited course that are packaged at Certificate IV level (maximum 2 Units), Certificate III level (maximum 1 Unit) and Diploma level (maximum 1 Unit)

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

## CORE UNITS

### Complete the following five (5) Units

FDFFS3001A	Monitor the implementation of quality and food safety programs* <i>FDFFS2001A Implement the food safety program and procedures</i>
FDFOHS4002A	Maintain OHS processes
FDFPPL3002A	Report on workplace performance
FDFRB4002A	Control bakery operations to meet quality and production requirements
MSAENV472B	Implement and monitor environmentally sustainable work practices

## SPECIALIST ELECTIVE UNITS

### Select seven (7) Specialist Elective Units

- A minimum of four (4) Units must be selected from the specialist Group A Technical Baking stream OR Group B Bakery Business Operations stream
- The remaining Units can be selected from any Group A, B or C Units, not previously selected in this Qualification.

### Group A: Technical Baking Stream

FDFRB3013A	Produce artisan breads* <i>FDFRB3005A Bake bread</i> <i>FDFRB3010A Process dough</i> <i>FDFRB3002A Produce bread dough</i>
FDFRB4003A	Apply baking science to work practices
FDFRB4004A	Produce sourdough products
FDFRB4005A	Apply advanced finishing techniques for specialty cakes and desserts* <i>FDFRB3015A Produce and decorate gateaux and tortes*</i> <i>FDFRB2002A Prepare fillings AND</i> <i>FDFRB2003A Produce meringue-based products AND</i> <i>FDFRB3001A Produce pastry AND</i> <i>FDFRB3003A Produce sponge, cake and cookie batter AND</i> <i>FDFRB3004A Decorate cakes and cookies AND</i> <i>FDFRB3006A Bake sponges, cakes and cookies AND</i> <i>FDFRB3007A Bake pastry products</i>
FDFRB4006A	Explore and apply baking techniques to develop new products
FDFRB4007A	Evaluate and assess bakery product
FDFRB4010A	Prepare plated sweets and desserts
FDFST4011A	Apply the principles of nutrition to food processing
SITHPAT004A	Prepare baking product for patisseries* <i>SITXOHS002A Follow workplace hygiene procedures</i>

### Group B: Bakery Business Operations Stream

FDFRB4001A	Apply marketing principles to retail bakery
FDFRB4008A	Set up sustainable baking operations
FDFRB4009A	Coordinate material supply for baking processes* <i>FDFRB4003A Apply baking science to work practices</i>
FDFPPL4001A	Manage people in the work area* <i>FDFPPL3003A Support and mentor individuals and groups</i>
FDFTEC4006A	Apply an understanding of legal requirements of food production
BSBHRM402A	Recruit, select and induct staff
BSBSMB404A	Undertake small business planning



BSBSMB405B	Monitor and manage small business operations
BSBSMB406A	Manage small business finances

### Group C: Bakery Electives

FDFFS2001A	Implement the food safety program and procedures
FDFEST4005A	Document processes and procedures for a food product
FDFEST4054A	Identify and implement product safety and quality for manufacturing of cereal products
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
FDFPPL3001A	Participate in improvement processes
FDFPPL3003A	Support and mentor individuals and groups
FDFPPL4004A	Optimise a work process* <i>FDFPPL3001A Participate in improvement processes</i>
FDFRB2002A	Prepare fillings
FDFRB2003A	Produce meringue-based products
FDFRB3001A	Produce pastry
FDFRB3002A	Produce bread dough
FDFRB3003A	Produce sponge, cake and cookie batter
FDFRB3004A	Decorate cakes and cookies
FDFRB3005A	Bake bread
FDFRB3006A	Bake sponges, cakes and cookies
FDFRB3007A	Bake pastry products
FDFRB3010A	Process dough
FDFRB3015A	Produce and decorate gateaux and tortes* <i>FDFRB2002A Prepare fillings AND FDFRB2003A Produce meringue-based products AND FDFRB3001A Produce pastry AND</i>

	<i>FDFRB3003A Produce sponge, cake and cookie batter AND FDFRB3004A Decorate cakes and cookies AND FDFRB3006A Bake sponges, cakes and cookies AND FDFRB3007A Bake pastry products</i>
FDFTEC3001A	Participate in a HACCP team* <i>FDFFS2001A Implement the food safety program and procedures</i>
FDFTEC4003A	Control food contamination and spoilage* <i>FDFFS3001A Monitor the implementation of quality and food safety programs*</i> <i>FDFFS2001A Implement the food safety program and procedures</i>
FDFTEC4008A	Apply principles of food packaging
FDFTEC4011A	Participate in product recalls* <i>FDFFS3001A Monitor the implementation of quality and food safety programs*</i> <i>FDFFS2001A Implement the food safety program and procedures</i>
BSBCUS401B	Coordinate implementation of customer service strategies
BSBLED401A	Develop teams and individuals
BSBMGT403A	Implement continuous improvement
BSBSMB401A	Establish legal and risk management requirements of small business
BSBWOR204A	Use business technology
PMBTECH406A	Diagnose equipment problems
SITHCCC022A	Prepare chocolate and chocolate confectionery* <i>SITXOHS002A Follow workplace hygiene procedures</i>
SITHFAB012B	Prepare and serve espresso coffee
SITHFAB016A	Plan and monitor espresso coffee service* <i>SITHFAB012B Prepare and serve espresso coffee</i>
SITHOHS002A	Follow workplace hygiene procedures
SITHPAT010A	Prepare and display sugar work* <i>SITXOHS002A Follow workplace hygiene procedures</i>
TAEASS403B	Participate in assessment validation
TAEDEL301A	Provide work skill instruction

