



Australian Government

Department of Education, Employment and Workplace Relations

FDFRB2001A Form and fill pastry products

Revision Number: 1

FDFRB2001A Form and fill pastry products

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to form pastry and deposit fillings into a pastry shell or onto a pastry sheet which may then be topped according to product requirements.
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Application of the Unit

Application of the unit	This unit applies to form and fill processes in an in-store or retail bakery environment. Forming, filling, depositing and trimming of pastry products may be done manually or mechanically.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare to fill and form pastry products	1.1. Pastry and fillings are confirmed and available to meet production requirements 1.2. Forming and filling equipment and/or utensils are available and ready for use 1.3. Equipment is checked to confirm readiness for use
2. Form and fill pastry products	2.1. Pastry is rolled and shaped to meet product requirements 2.2. Pastry is filled to meet product requirements 2.3. Tops and/or finishes are applied as required 2.4. Filled pastry product meets food safety and quality requirements 2.5. Unacceptable product is identified, rectified or reported
3. Clean equipment	3.1. Equipment is cleaned to meet production and hygiene requirements 3.2. The work area is maintained according to housekeeping standards 3.3. Work is conducted in accordance with workplace environmental guidelines

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- access workplace information to identify production requirements
- confirm that pastry types and fillings match product requirements
- confirm that equipment is clean and in operating order, including confirming that trays and tins are available as required
- prepare pastry and fillings for use, such as:
 - rolling pastry
 - loading fillings into hopper and setting automatic dispensing equipment
 - bringing fillings to required temperature
- form product shape
- dispense fillings within acceptable volume, weight and placement parameters
- apply tops, coding and/or toppings according to product requirements
- trim pastry keeping bottom and top pastry separate
- include reworked pastry according to workplace procedures
- monitor the forming and filling process to ensure that quality standards are met, such as monitoring:
 - pastry thickness
 - alignment of deposited filling or accuracy of manual positioning
 - amount and/or rate of filling deposited
 - product weight
 - enclosure of pastry product by forming, rolling or covering with a pastry top to form seal
 - application of washes (before baking) or glaze and toppings (after baking)
 - appearance (size and shape)
- take corrective action so that product quality standards are met
- clean equipment and utensils to meet hygiene standards
- maintain workplace records as required
- maintain work area to meet housekeeping standards
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce

Required knowledge

REQUIRED SKILLS AND KNOWLEDGE***Knowledge of:***

- basic principles of pastry forming and filling
- acceptable standards for equipment/utensils used, including cleaning requirements and signs of wear or unacceptable damage
- quality requirements of filled pastry products, such as appearance, weight, and seal as required by product
- types of pastry suitable for use as tops and bottoms and in different products
- procedures for inclusion of rework, such as appropriate uses of rework; maximum number of batches that can contain rework before scrap is discarded, and importance of ensuring rework pastry is not contaminated by filling materials, other pastry types or other forms of contamination
- procedure for preparing and applying washes and glazes as required for product
- the effect of variables, such as filling temperature on finished product, and product temperature on glazing application
- settings, operating requirements and safety features of equipment used
- inspections/control points used to confirm that product meets quality requirements and related monitoring requirements
- causes of variation and corrective action required
- occupational health and safety (OHS) hazards and controls
- waste handling and cleaning requirements and procedures

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> • conduct pre-start checks on equipment and ingredients used for forming and filling pastry • form and fill pastry according to quality standards • take corrective action in response to typical faults and inconsistencies • apply safe work practices and identify OHS hazards and controls • clean equipment • apply food safety procedures.
<p>Context of and specific resources for assessment</p>	<p>Assessment must occur in a real or simulated workplace where the assessee has access to:</p> <ul style="list-style-type: none"> • work procedures, including advice on relevant product requirements, safe work practices, food safety, quality and environmental requirements • recipe/decorating instructions • product specifications and related inspection/control points • forming and filling equipment as required by product type • shells/cases to be filled and fillings • personal protective clothing, equipment and material safety data sheets (MSDS) as required • cleaning procedures, materials and equipment as required
<p>Method of assessment</p>	<p>This unit should be assessed together with core units and other units of competency relevant to the function or work role.</p>
<p>Guidance information for</p>	<p>To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over</p>

EVIDENCE GUIDE**assessment**

a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Policies and procedures	Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements
Legislative requirements	Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes: <ul style="list-style-type: none"> • the Food Standards Code, including labelling, weights and measures legislation • legislation covering food safety, environmental management, OHS, anti-discrimination and equal opportunity
Workplace information	Workplace information can include: <ul style="list-style-type: none"> • verbal or written operating procedures • specifications • production schedules • recipe instructions
Equipment	Equipment may include: <ul style="list-style-type: none"> • moulds • tins and trays • depositing equipment
Processes	Fillings may be: <ul style="list-style-type: none"> • sweet or savoury • hot or cold Milk and egg washes may be: <ul style="list-style-type: none"> • applied prior to baking Glazes and sugar may be: <ul style="list-style-type: none"> • applied after baking

Unit Sector(s)

Unit sector	Retail baking
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		