



Australian Government

Department of Education, Employment and Workplace Relations

FDFRB2005A Provide assistance in cake, pastry and biscuit production

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

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| Unit descriptor | This unit of competency covers the skills and knowledge required to provide assistance in the preparation of cake, pastry and biscuit products. |
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Application of the Unit

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| Application of the unit | <p>This unit has application in a retail baking environment. It applies to a baking assistant role and is conducted under supervision.</p> <p>Cake and pastry products include those that are commonly available which require basic production techniques, including the use of premixes.</p> |
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

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| Prerequisite units | | |
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Employability Skills Information

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

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| 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 work area | 1.1. Work area and personal hygiene are confirmed as clean and in accordance with work food safety standards 1.2. Requirements for production are confirmed with supervisor or work procedures 1.3. Equipment requirements are identified and equipment checked for availability and readiness 1.4. Ingredients are identified and checked for availability and readiness |
| 2. Mix ingredients | 2.1. Dry ingredients are weighed and/or measured to meet recipe requirements and combined 2.2. Ingredients are poured into mixer and wet ingredients combined according to recipe requirements 2.3. Mixer is operated according to product requirements and operating instructions 2.4. Dough or batter is moved to work area applying safe lifting procedures |
| 3. Shape dough | 3.1. Dough is rolled by hand and shaped according to product requirements 3.2. Flattening and shaping equipment is used according to workplace requirements 3.3. Dough waste is minimised and processed 3.4. Readiness for baking is confirmed by supervisor |
| 4. Pour batter | 4.1. Cake tins are prepared for use 4.2. Mixed product is fed into hopper for automatic dispensing into cake tins 4.3. Cake tins are filled according to product requirements and readiness for baking confirmed |
| 5. Bake product | 5.1. Oven temperatures are confirmed and oven checked for readiness 5.2. Timing required for baking is confirmed 5.3. Tins/trays/racks are loaded into oven and baking time monitored 5.4. Tins/trays/racks are turned as required to achieve even baking 5.5. Tins/trays/racks are removed from oven and cooled in accordance with work requirements 5.6. Quality standards are checked and non-compliances identified and reported |

| ELEMENT | PERFORMANCE CRITERIA |
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| | 5.7. Products are moved to allocated area for finishing or sale |
| 6. Clean equipment | 6.1. Equipment is cleaned to meet production and hygiene requirements 6.2. Waste is disposed of according to workplace procedure 6.3. Work is conducted in accordance with workplace environmental guidelines 6.4. Workplace records are maintained according to workplace recording requirements |

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 and liaise with supervisor to identify production requirements
- 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

Knowledge of:

- characteristics of ingredient and storage requirements
- settings, operating requirements and safety features of equipment used
- methods used to confirm accuracy of measuring equipment used
- time, temperature and humidity on the baking processes
- required characteristics of dough or mix
- control points and related monitoring requirements
- occupational health and safety (OHS) hazards and controls
- waste handling and cleaning and procedures

Evidence Guide

| EVIDENCE GUIDE | |
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| <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"> • prepare work area according to workplace food safety standards • plan and prepare ingredients, equipment and processes • mix, pour and shape dough or mix according to product requirements • bake according to product requirements • provide assistance for the production of cake, pastry and biscuit products • assess dough outcomes against quality standards • clean equipment • apply safe work practices and identify OHS hazards and controls • 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 dough preparation requirements, safe work practices, food safety, quality and environmental requirements • recipe instructions • product specifications and related inspection/control points • mixing equipment • materials/ingredients • 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</p> |

| EVIDENCE GUIDE | |
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| | other units of competency relevant to the function or work role. |
| Guidance information for assessment | To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over 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.

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| Policies and procedures | Work is carried out according to company policies and procedures, regulatory and licensing requirements, legislative requirements, and industrial awards and agreements |
| Workplace information | Workplace information can include: <ul style="list-style-type: none"> • verbal or written instructions • standard operating procedures (SOPs) • specifications • recipe instructions |
| Quality requirements | Quality requirements include: <ul style="list-style-type: none"> • identifying, rectifying, removing and/or reporting unacceptable products |

Unit Sector(s)

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| Unit sector | Retail baking |
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Competency field

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| Competency field | |
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Co-requisite units

| Co-requisite units | | |
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