



Australian Government

Department of Education, Employment and Workplace Relations

FDFRB3004A Decorate cakes and cookies

Revision Number: 1

FDFRB3004A Decorate cakes and cookies

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to prepare and apply decorating materials, such as fondants and ganache, and use a range of typical decorating techniques.
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Application of the Unit

Application of the unit	This unit has application in a retail baking environment within the food processing industry.
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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 decorate cakes and cookies	1.1. Ingredients are confirmed and available to meet finishing requirements 1.2. Equipment is checked to confirm readiness for use 1.3. Decorations and decorating materials are available to meet product decorating requirements
2. Decorate products to meet quality and customer requirements	2.1. Decorating materials are applied to meet presentation requirements 2.2. Finished product meets presentation requirements 2.3. Unacceptable product is identified, rectified or reported 2.4. Products are assembled to meet customer and quality requirements 2.5. Work is conducted in accordance with workplace environmental guidelines 2.6. 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:

- confirm customer requirements
- select and/or follow appropriate decorating instructions
- confirm that the required type and quantity of cake ornaments, decorations and decorating materials and/or ingredients are available
- confirm that required equipment is clean and ready for use
- mix or prepare decorating materials as required
- select and mount cakes on appropriate cake bases
- demonstrate a range of decorating techniques to suit the product - at a minimum, decorating techniques will include:
 - flooding, icing or masking cakes
 - writing simple messages
 - using more than one decorating material to achieve the required finish
 - applying decorating materials to cover cakes in a timely manner to achieve an even, clean finish as required by product and customer requirements
- identify and take corrective action to ensure that finished product meets quality standards
- clean equipment and utensils to meet hygiene standards
- maintain workplace records as required
- maintain work area to meet housekeeping standards
- temper chocolate according to enterprise procedures
- 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:

- methods used to prepare a range of decorating materials, including preparation of ganache and fondants
- characteristics, role and storage requirements of materials used
- required characteristics of prepared decorating materials
- methods used to prepare powdered and liquid colours/flavours
- methods used to confirm accuracy of measuring equipment used
- board types, sizes and appropriate medium to secure cake to cake base

REQUIRED SKILLS AND KNOWLEDGE

- acceptable standards for equipment/utensils used, including cleaning requirements and signs of wear or unacceptable damage (where measuring equipment is used, it may also include procedures, such as taring of scales)
- decorating techniques, such as flooding, icing or masking, piping of simple messages and decorative finishes, and placement of ornaments and decorations
- the effect of variables, such as the temperature of decorating materials and application time on the finished product
- product quality, presentation and storage requirements, such as refrigeration, freezing and shelf-life
- 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
- chocolate preparation and tempering where relevant

Evidence Guide

EVIDENCE GUIDE	
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.	
Overview of assessment	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.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> • plan and prepare ingredients, equipment and processes required for decoration • combine and process ingredients according to requirements for decoration • decorate to achieve required quality outcomes • take corrective action in response to typical faults and inconsistencies • apply safe work practices and identify OHS hazards and controls • apply food safety procedures.
Context of and specific resources for assessment	<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 decoration requirements, safe work practices, food safety, quality and environmental requirements • recipe/decorating instructions • product specifications and related inspection/control points • product to be decorated and related decorating materials and equipment • personal protective clothing, equipment and material safety data sheets (MSDS) as required • cleaning procedures, materials and equipment as required.
Method of assessment	This unit should be assessed together with core units and other units of competency relevant to the function or work role.
Guidance information for	To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over

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	<p>Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes:</p> <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	<p>Workplace information can include:</p> <ul style="list-style-type: none"> • verbal or written instructions • standard operating procedures (SOPs) • specifications • production schedules • recipe instructions
Decorating materials	<p>Decorating materials may include but are not limited to:</p> <ul style="list-style-type: none"> • cake ornaments and decorations • fresh, mock or butter cream • fudge and other icing sugar • fondant • chocolate • glazes • fruit • custard • mousses and similar fillings and coverings <p>Decorating materials may be prepared from scratch or purchased for use</p>

RANGE STATEMENT	
Typical equipment	Typical equipment includes: <ul style="list-style-type: none"> • piping bags and nozzles • mixing bowls • application utensils, such as spatulas and palette knives
Typical decorating techniques	Typical decorating techniques include: <ul style="list-style-type: none"> • flooding, icing or masking cakes • finishing cake sides • piping to produce decorative finishes and write simple messages • placement or arrangement of ornaments and decorations It may also include applying the final layer of materials to finish a product
Decorating	Decorating is done within design specification parameters

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		

