



Australian Government

Department of Education, Employment and Workplace Relations

FDFRB3006A Bake sponges, cakes and cookies

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to bake sponges, cakes and cookies in an in-store bakery or retail baking environment.
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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. It targets the worker responsible for operating ovens and the baking process in order to achieve product standards for sponges, cakes and cookies.
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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 bake product	1.1. Baking parameters are selected as required to meet safety and baking requirements 1.2. Batter is available and tinned or deposited ready for baking
2. Bake products	2.1. Ovens are operated to meet required output 2.2. Baked product meets food safety and quality requirements 2.3. Unacceptable baked product is identified, rectified and/or reported 2.4. The work area is maintained according to housekeeping standards 2.5. 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 baking requirements
- confirm product is correctly deposited and ready for baking
- select appropriate oven settings and start up the oven, including setting time and temperature controls
- load product, including positioning product on trays, slips or belts with correct spacing
- monitor baking process, including:
 - colour
 - appearance/shape
 - time
- remove baked products from oven and cool, turn out and present finished product, including placing on cooling racks
- take corrective action as required to maintain quality of product
- maintain workplace records as required
- maintain work area to meet housekeeping standards
- finish products according to enterprise procedures
- decorate cakes and cookies 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:

- basic principles of cake, sponge and cookie production
- effect of ingredients on baking process and final product
- cooling methods
- required characteristics of final product
- process requirements, such as:
 - baking times and temperatures
 - oven settings
 - settings, operating requirements and safety features of equipment used
- product presentation and storage requirements, such as refrigeration and shelf-life
- product cooling and handling methods to preserve product quality

REQUIRED SKILLS AND KNOWLEDGE

- control points and related monitoring requirements
- causes of variation and corrective action required
- control points and related monitoring requirements
- occupational health and safety (OHS) hazards and controls
- waste handling and cleaning requirements
- finishing baked products where relevant
- decorating cakes and cookies where relevant

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 ovens used for baking • start, operate, monitor and adjust ovens to achieve required quality outcomes • assess product outcomes against quality standards • take corrective action in response to typical faults and inconsistencies • apply safe work practices and identify OHS hazards and controls • safely shut down ovens • 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 • baking instructions • specifications, control points and processing settings • baking equipment (this includes depositing equipment, tins and trays as required) • sponge, cake and/or cookie batter • 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	
<p>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.</p>	
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
Equipment	<p>Equipment may include:</p> <ul style="list-style-type: none"> • topping equipment • oven loading equipment • ovens • cooling racks

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		