



Australian Government

Department of Education, Employment and Workplace Relations

FDFRB4009A Coordinate material supply for baking processes

Release: 2

FDFRB4009A Coordinate material supply for baking processes

Modification History

April 2012: Minor typographical corrections.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to research, select and establish suppliers for a bakery enterprise and coordinate the ongoing procurement to ensure quality and quantity targets are achieved.
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Application of the Unit

Application of the unit	This unit applies to a retail bakery. It targets those responsible for acquiring ingredients, equipment and other resources, and developing supply relationships required for the day-to-day operation of bakery enterprise. This unit requires an ability to assess the quality and value of baking ingredients and services.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		
	FDFRB4003A	Apply baking science to work practices

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Confirm stock requirements for bakery	<p>1.1 Production schedule and product range are analysed to identify stock and ordering requirements</p> <p>1.2 Quality criteria for ingredients and other material supplies is identified</p> <p>1.3 Range, type and volume of flour, yeast and other key baking ingredients required for operations are confirmed</p> <p>1.4 Specifications and material safety data sheets (MSDS) relating to bakery stock are interpreted and confirmed</p> <p>1.5 Special requirements are identified, including handling requirements for hazardous materials and storage conditions for bakery ingredients</p> <p>1.6 Seasonal impacts on availability of bakery ingredients are identified and reflected in supply requirements</p> <p>1.7 Stock requirements are documented according to workplace practice</p>
2. Evaluate bakery suppliers	<p>2.1 Existing suppliers for baking materials and other resources are identified and value add determined</p> <p>2.2 Inputs to suppliers are determined and implications for bakery identified</p> <p>2.3 Impacts of costs, service, quality and response times on bakery operations are determined</p> <p>2.4 Supply relationships are examined for suitability to bakery operation</p> <p>2.5 Types of supply arrangements are examined for suitability to bakery operations</p>
3. Negotiate arrangements with suppliers	<p>3.1 Research is conducted to identify suppliers for required ingredients according to production schedule</p> <p>3.2 Sustainability criteria are used to assess value of suppliers</p> <p>3.3 Suppliers are analysed and compared to make selection according to the quality, sustainability, delivery and cost requirements of the business</p> <p>3.4 Ingredient knowledge is applied to identify quality standards, most suitable variations or alternatives</p> <p>3.5 Suppliers are selected and supply relationships established</p> <p>3.6 Supply arrangements are confirmed and documented according to the business needs</p>
4. Monitor supply	<p>4.1 Suppliers are monitored to ensure materials are received according to specifications</p> <p>4.2 Variations in requirements due to marketing or product</p>

ELEMENT	PERFORMANCE CRITERIA
	development activity are accommodated in supply arrangements
	4.3 Ingredient quality is regularly checked against established criteria
	4.4 Problems with supply are addressed and changes to arrangements made as required

Required Skills and Knowledge

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

Required skills include:

Ability to:

- access and interpret retail bakery business and supplier information
- analyse research findings and make recommendations
- establish supply relationships
- make comparisons on product and service suitability
- cost and price bakery ingredients
- analyse labelling and packaging options and legislative requirements
- monitor compliance with supply arrangements
- 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 includes:

Knowledge of:

- information sources available to inform supply activity
- specifications and MSDS documentation for bakery materials
- procurement procedures for business
- labelling and packaging options and legislative requirements for bakery operations
- range of bakery ingredients and alternatives.

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. Competency 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"> • select suppliers for bakery ingredients to meet the quality, quantity and cost criteria of the business • research suppliers and make comparative judgements about supply suitability • apply knowledge of bakery ingredients to determine supply requirements and quality • solve supply related problems • ensure supply meets the production requirements of the business • complete documentation relating to supply.
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"> • retail bakery production schedule and product range.
Method of assessment	This unit should be assessed together with other units of competency relevant to the function or work role.
Guidance information for assessment	To ensure consistency of performance, competency should be assessed 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

RANGE STATEMENT

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.

Research	<p>Research may include:</p> <ul style="list-style-type: none"> • trade magazines and journals • networks and industry events • other businesses • internet • trade shows • business, marketing and promotional personnel
Inputs to existing suppliers	<p>Inputs to existing suppliers may include:</p> <ul style="list-style-type: none"> • organic certification • genetic modification • quality standards • sustainability credentials • supply relationships • reputation
Supply chain relationships	<p>Supply chain relationships may include:</p> <ul style="list-style-type: none"> • partnership arrangements • manufacturer to retailer • manufacturer to distributor • distributor to retailer
Supply arrangements	<p>Supply arrangements may include:</p> <ul style="list-style-type: none"> • managed inventories • collaborative forecasting • quick response • just in time • continuous replenishments
Sustainability criteria	<p>Sustainability criteria may include:</p> <ul style="list-style-type: none"> • environmental, economic and social implications and impacts
Special requirements	<p>Special requirements may include:</p> <ul style="list-style-type: none"> • low Glycemic Index (GI) • sugar free and fat free • dairy free

RANGE STATEMENT

- gluten free
- rice flour
- yeast free
- low fat
- low salt
- vegetarian
- vegan
- delivery times
- extra quantities
- quality or grade
- organic
- biodynamic
- halal
- kosher

Unit Sector(s)**Unit sector**

Retail baking