



Australian Government

FBPRBK3009 Produce biscuit and cookie products

Release: 1

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Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceuticals Training Package version 1.0

Application

This unit of competency describes the skills and knowledge required to produce and finish biscuit and cookie products in a commercial baking environment.

This unit applies to individuals who apply a broad range of knowledge and skills with responsibility for their own work. This includes applying and communicating known solutions to predictable problems.

Food safety legislation applies to workers in this industry. Requirements vary between industry sectors and state/territory jurisdictions. Users are advised to check with their food safety authority for specific requirements.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

Retail baking (RBK)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for work	1.1 Confirm product types and volumes to schedule production 1.2 Calculate yield and adjust recipe to meet required product volumes 1.3 Confirm work area and work practices meet food safety and workplace health and safety requirements

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.4 Select and wear personal protective equipment according to safety requirements 1.5 Select biscuit and cookie baking equipment and check to confirm readiness for use 1.6 Select ingredients and check to confirm quality and quantity 1.7 Prepare baking trays to match biscuit and cookie type
2. Mix biscuit and cookie batters and doughs	2.1 Measure ingredient quantities to meet recipe specifications 2.2 Load ingredients into mixer and cook pots in required sequence as required for product type 2.3 Operate mixer and monitor mixing in mixers and cook pots to mix biscuit and cookie batters and doughs 2.4 Fold in ingredients as required to meet product type 2.5 Check biscuit and cookie batters and doughs to identify batter faults and rectify 2.6 Store biscuit and cookie batters and doughs according to food safety requirements
3. Bake biscuit and cookie products	3.1 Deposit, portion and cut biscuit and cookie batters and doughs to trays to meet product type 3.2 Pre-bake finish cookies and biscuits as required to meet product type 3.3 Set baking temperatures and times to prepare for baking 3.4 Load oven and monitor to achieve correct bake and stability for biscuit and cookie product type 3.5 Use sight and feel to assess bake of biscuit and cookie products 3.6 Unload baked biscuit and cookie products to cool 3.7 Check biscuit and cookie bake to identify faults and rectify
4. Prepare finishing mediums	4.1 Assemble finishing ingredients and equipment and prepare for use 4.2 Measure finishing ingredient quantities to meet recipe specifications 4.3 Operate and monitor mixer to prepare creams and icings as required for product type 4.4 Melt and prepare chocolate for decorating as required for product type

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	4.5 Prepare jams for decorating as required for product type 4.6 Prepare garnishes for decorating as required for product type 4.7 Prepare piping bags to decorate with chocolate and pipe finishing decorations 4.8 Check finishing mediums to identify faults and rectify
5. Finish biscuit and cookie products	5.1 Fill biscuit and cookie products as required for product type 5.2 Apply garnishes and decorating finishes to decorate biscuit and cookie products as required for product type 5.3 Check finished biscuit and cookie products to identify finishing faults and rectify 5.4 Prepare and transfer finished biscuit and cookie products for presentation and storage according to packaging and food safety requirements
6. Complete work	6.1 Clean equipment and work area to meet housekeeping standards 6.2 Dispose of waste according to workplace requirements 6.3 Complete workplace records according to workplace requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Interprets key information from recipes, ingredient labels, baking equipment operating instructions, and end-product specifications
Writing	Prepares production schedules and completes production records using required format, language and structure
Numeracy	- Identifies and comprehends ingredient quantities in recipes, dates on ingredient labels, and temperature and timer settings - Estimates approximate quantities, and uses equipment to measure ingredient weights and volumes - Performs calculations to adjust recipes using baking formulas, and allows for wastage

Skill	Description
	• Uses understanding of three-dimensional shapes to shape and portion products and check end-product shapes • Interprets measurement information to set, monitor and adjust process parameters • Completes production records using mathematical symbols and conventions
Navigate the world of work	• Complies with workplace health and safety and food safety regulatory requirements relevant to a commercial baking operation • Follows organisational policies and procedures relevant to own work role
Get the work done	• Plans, organises and implements tasks required to achieve production outcomes • Uses problem-solving skills to analyse product and process faults and decide on appropriate action

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Biscuit and cookie baking equipment must include:	• equipment, including: • industrial mixer and attachments • industrial cook tops • equipment accessories, including: • whisk attachment • beater attachment • gas or electric hot plates and attachments • dish washing sinks, taps and accessories • cook pots • baking trays • dry ingredient containers • refrigerated ingredient containers • mixing bowls • equipment used to melt chocolate • tools and utensils, including: • hand whisks • hand spoons
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	• biscuit and pastry cutters • rolling pins • flour brushes • egg wash brushes • piping bags • piping nozzles.
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK3009 Produce biscuit and cookie products	FDFRB3003A Produce sponge, cake and cookie batter	Redesigned unit that includes content from previous unit	No equivalent unit
	FDFRB3004A Decorate cakes and cookies	Redesigned unit that includes content from previous unit	No equivalent unit
	FDFRB3006A Bake sponges, cakes and cookies	Redesigned unit that includes content from previous unit	No equivalent unit
	FDFRB3012A Diagnose and respond to product and process faults (pastry, cake and cookies)	Redesigned unit that includes content from previous unit	No equivalent unit

Links

Companion Volumes, including Implementation Guides, are available at VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>

Assessment Requirements for FBPRBK3009 Produce biscuit and cookie products

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Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has produced biscuit and cookie products, including:

- producing the following four types of biscuit and cookie products:
 - deposited cookie
 - piped shortbread
 - cut or portioned rolled biscuit
 - moulded and portioned biscuit
- using the following three biscuit and cookie mixing methods:
 - creamed method
 - whisked method
 - melted method
- applying the following nine production processes:
 - piping shortbread
 - depositing
 - conditioning fruit
 - roasting nuts
 - cutting biscuits with cutters
 - rolling biscuit dough
 - moulding biscuit dough
 - portioning biscuit doughs
 - inclusion of glace fruits or nuts into biscuit and cookie doughs
- selecting, using and cleaning the baking equipment listed in the range of conditions, including controlling electrical hazards applicable to cleaning
- applying the following five finishing and decorating methods:
 - using piped decorations

- sandwiching
- dusting
- dipping
- applying glazes or icings
- using the following three finishing ingredients:
 - fondant icing
 - melted chocolate
 - icing sugar
- documenting the production schedule, including the following six considerations:
 - timings
 - volume requirements
 - product processing requirements
 - recipe reformulation to minimise waste
 - finishing requirements for biscuit and cookie product types
 - bake parameters of biscuit and cookie product types.

Wastage that cannot be reused in production must be less than 5% of the weight of the original production schedule.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- workplace health and safety requirements, including personal protective equipment, applicable to producing biscuit and cookie products
- safe use and cleaning of baking equipment listed in the range of conditions, including electrical hazards
- regulatory requirements for food safety applicable to producing biscuit and cookie products
- considerations for production scheduling, including:
 - timings
 - volume requirements
 - product processing requirements
 - recipe reformulation to minimise waste
 - finishing requirements for biscuit and cookie product types
 - bake parameters of biscuit and cookie product types
- characteristics and storage requirements of ingredients used in biscuit and cookie products production, including:
 - flour suitable for biscuits and cookies
 - preparation of nuts and nut allergies
 - compound chocolate

- glaze fruits
- preparing and using finishes, including:
 - glaze fruit
 - chocolate, including melting properties
 - nuts, including roasting
 - jams
 - fondant heating
 - dipping
 - sandwiching
- processes and techniques for producing biscuit and cookie products, including:
 - hand depositing
 - piping batter in shapes
 - cutting dough
 - moulding dough
 - baking
 - storing, including refrigerating and freezing
 - packaging
- techniques for preparing tins and trays to match biscuit and cookie types, including:
 - spraying
 - papering
- mixing processes for:
 - creamed method
 - whisked method
- shelf life of biscuit and cookie products
- purpose and functions of baking settings, including:
 - oven temperatures
 - baking times
- techniques for testing bake of biscuit and cookie by feel and sight
- required characteristics of biscuit and cookie products, including:
 - crumb structure
 - dryness of biscuit
 - softness of cookie
- causes and corrective action for predictable and sometimes unpredictable biscuit and cookie production problems, including:
 - machinery failure
 - environmental factors, including heat, humidity and cold
 - poor quality ingredients
- techniques for disposing of waste from biscuit and cookie production
- biscuit and cookie products production terminology.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - a commercial bakery or an environment that accurately represents workplace conditions
- resources, equipment and materials:
 - equipment specified in the range of conditions
 - industrial oven
 - personal protective equipment
 - ingredients that meet the biscuit and cookie product types required in the performance evidence
- specifications:
 - recipes that meet the biscuit and cookie product types required in the performance evidence
 - end-product quality specifications that meet the biscuit and cookie product types required in the performance evidence
 - food safety code regulatory requirements applicable to producing biscuit and cookie products
- timeframes:
 - according to the production schedule.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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