



Australian Government

FBPRBK4006 Coordinate baking operations

Release: 1

FBPRBK4006 Coordinate baking operations

Modification History

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

Application

This unit of competency describes the skills and knowledge required to coordinate baking operations in a commercial baking environment.

This unit applies to individuals who apply a broad range of specialised knowledge and skills with responsibility for their own work and limited responsibility for the output of others in a team. This includes applying and communicating non-routine technical solutions to predictable and unpredictable problems.

All work must be carried out to comply with workplace procedures, in accordance with State/Territory food safety, and work health and safety, regulations and legislation that apply to the workplace.

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. Plan bakery production	1.1 Identify types and estimate volumes of baked products needed to meet production demand and customer special orders 1.2 Identify production processes, equipment and labour needed to produce baked product types and production volumes

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Select and collate master recipes to meet baked product types, and adjust to meet production volumes 1.4 Prepare preparation lists to specify pre-production requirements 1.5 Prepare production schedules to meet production volumes 1.6 Calculate and check availability of bakery supplies needed to meet baked product types and volumes, and order additional stock as required to meet bakery production supply needs
2. Monitor and control bakery production	2.1 Provide production schedules to bakery production staff for implementation 2.2 Confirm recipes used meet required baked product types 2.3 Monitor and address food safety risks to meet food safety standards 2.4 Monitor and address workplace health and safety risks to meet safety requirements 2.5 Monitor and control bakery work flow to maximise productivity 2.6 Monitor and control product and process parameters to meet end-product specifications, including the baked weight
3. Complete bakery production	3.1 Confirm bakery production, including customer special orders, meets scheduled product types, volumes and times 3.2 Confirm final product evaluations meet end-product specifications prior to product release for storage or sale 3.3 Confirm safe storage of baked products according to food safety standards and workplace procedures 3.4 Complete baking operations documentation according to workplace procedures

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
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Skill	Description
Reading	Interprets key information in customer special orders, master recipes, stock control documents and end-product specifications
Writing	Prepares comprehensive and accessible baking operations documentation using structure, technical language and format appropriate for purpose and audience
Oral communication	Uses vocabulary relevant to role and context to convey and clarify information with suppliers and special order information with customers or bakery staff
Numeracy	- Extracts and interprets mathematical information embedded in baking operations texts, including customer special orders, master recipes, stock control documents and end-product specifications - Performs calculations to adjust recipes using baking formulas, and allows for wastage - Uses estimation to inform sequencing and timing of bakery production processes and products - Interprets measurement information to monitor and control bakery operations - Uses mathematical symbols and conventions to complete bakery operations documentation
Interact with others	Selects and uses appropriate communication techniques with bakery production staff to delegate work, discuss work requirements, implement process improvements and debrief on products and recipes
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	Takes responsibility for identifying and addressing production work flow and product quality problems to optimise production efficiencies

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPRBK4006 Coordinate baking operations	FDFRB4002A Control bakery operations to meet quality and production	Redesigned unit based on previous unit	No equivalent unit

	requirements		
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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 FBPRBK4006 Coordinate baking operations

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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 coordinated baking operations, including:

- coordinating at least one of the following four baking operations:
 - bread production process
 - cake production process
 - pastry production process
 - combination of any of the above three bakery production processes
- coordinating at least two of the following seven baked product ranges:
 - decorated products
 - post-bake decorated products
 - retarded yeast goods
 - frozen bakery goods
 - fresh baked bakery goods
 - packaged bakery goods
 - unpackaged bakery goods
- developing and documenting a production schedule that includes:
 - a logical sequence of bakery production processes
 - an accurate estimation of required ingredient and equipment resources to satisfy production volumes, allowing for 5% maximum product wastage
 - specification of the plant, labour and material inputs
 - specification of the finished products outputs
 - matching the required volume of production to the existing resources
- developing and documenting a preparation list, including consideration of:
 - pre-preparation of ingredients
 - pre-preparation of fillings
 - pre-preparation of finishings

- pre-preparation of equipment
- calculating and ordering bakery supplies, including consideration of:
 - stock levels required for production
 - special agreements with suppliers of stock
 - stock delivery constraints
- preparing recipes for production, including:
 - master recipes adjusted for volume
 - processing requirements of the products
 - special considerations for time, temperature and special dietary needs
 - equipment required
- monitoring operations and addressing variations to ensure product specifications and production volumes are met.

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 applicable to coordinating bakery operations
- regulatory requirements for food safety applicable to coordinating bakery operations
- the stages and work flow requirements of bakery production processes for:
 - decorated products
 - post-bake decorated products
 - retarded yeast products
 - frozen bakery products
 - fresh baked bakery products
 - packaged bakery products
 - unpackaged bakery products
- principles of production scheduling, including:
 - logical sequence of work
 - time constraints of products and processes
 - specification of the plant, labour and material inputs
 - specification of the finished products outputs
 - allowing for wastage
 - estimating ingredient requirements for production
 - equipment output volumes
 - labour requirements for production
 - scheduling production to finish products after cooling in time for delivery and sale
 - matching the required volume of production to the existing resources
- pre-production requirements for baking operations, including:
 - types of fillings that need to be prepared prior to production

- types of finishings required for a bakery production
- content and layout of master recipes and how to adjust for volume
- production reporting methods used in bakeries
- indicators of the quality baked products, including:
 - baked colour
 - crumb and internal textures
 - consistency
 - moisture content
 - mouth feel and eating properties
 - shape
 - taste
 - texture
 - baked weight
- bakery operations standard 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
 - commercial resources, equipment and materials suitable for the production of the bakery products required in the performance evidence
- specifications:
 - master recipes that meet the product types required in the performance evidence
 - end-product specifications that meet the product types required in the performance evidence
- relationships (internal and/or external):
 - suppliers
 - bakery production staff
- timeframes:
 - according to work requirements.

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

Links

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