



Australian Government

Department of Education, Employment and Workplace Relations

FDFRB2002A Prepare fillings

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 prepare a range of fillings for use in cake, bread and pastry products 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.
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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 ingredients for use	1.1. Ingredients are confirmed and available to meet product requirements 1.2. Equipment is checked to confirm readiness for use 1.3. Ingredients are weighed and/or measured to meet recipe requirements 1.4. Ingredients are prepared for use in fillings
2. Prepare fillings	2.1. Fillings are prepared to meet recipe requirements 2.2. Fillings meet food safety and quality requirements 2.3. Unacceptable ingredients or fillings are identified, rectified and/or reported
3. Clean equipment	3.1. Equipment is cleaned to meet production and hygiene requirements 3.2. Work is conducted in accordance with workplace environmental guidelines 3.3. 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:

- access workplace information to identify production requirements
- confirm condition, type, quality and quantity of ingredients
- weigh, scale or meter ingredients as required
- confirm equipment status and condition
- prepare ingredients as required, such as thawing or conditioning pre-prepared ingredients and/or preparing raw ingredients for use, and preparing solutions for addition (e.g. dissolving starch for use in a mixture)
- combine and process fillings, such as monitoring:
 - quality, quantity and sequencing of ingredient addition
 - blending/mixing process
 - cooking times and temperatures
 - filling characteristics (colour, texture, smell and viscosity)
- take corrective action so that fillings meet quality standards
- clean equipment and utensils to meet hygiene standards
- maintain workplace records as required
- maintain work area to meet housekeeping standards
- 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 filling preparation
- differences in filling types for different product types
- ingredient characteristics and purpose in filling, including types of thickeners used for filling types
- methods used to confirm accuracy of measuring equipment used, including taring of scales
- methods used to prepare fillings in the workplace
- quality characteristics and uses of fillings
- process requirements, such as:
 - time and temperature requirements relating to thawing, reheating, cooling (of cooked food) and cooking as required

REQUIRED SKILLS AND KNOWLEDGE

- storing/holding requirements
- cooking times and temperatures
- reconstituting dry ingredients
- settings, operating requirements and safety features of equipment used
- control points and related monitoring requirements, including time and temperature parameters for cooking
- causes of variation and corrective action required
- occupational health and safety (OHS) hazards and controls
- storage requirements for prepared fillings, such as refrigeration, freezing and shelf-life
- contamination (including cross-contamination) risks associated with ingredients/processes used
- waste handling and cleaning and procedures

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	Evidence of ability to: • conduct pre-start checks on equipment and ingredients used to prepare fillings • prepare fillings according to quality standards • take corrective action in response to typical faults and inconsistencies • apply safe work practices and identify OHS hazards and controls • clean equipment • apply food safety procedures.
Context of and specific resources for assessment	Assessment must occur in a real or simulated workplace where the assessee has access to: • work procedures, including advice on relevant filling preparation requirements, safe work practices, food safety, quality and environmental requirements • recipe instructions • product specifications and related inspection/control points • filling preparation equipment as required by product type • materials/ingredients • 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	Legislative requirements are typically reflected in procedures and specifications. Legislation relevant to this industry includes: • the Food Standards Code, including labelling, weights and measures legislation • legislation covering food safety, environmental management, OHS, anti-discrimination and equal opportunity
Workplace information	Workplace information can include: • verbal or written instructions • standards operating procedures (SOPs) • specifications • production schedules • recipe instructions
Savoury filling ingredients	Savoury filling ingredients include but are not limited to: • minced or diced raw meat (including chicken) • vegetables • eggs • starches and other ingredients as required for use in products, such as pies, sausage rolls, pasties, quiches and other products
Sweet fillings	Sweet fillings include but are not limited to: • fruit • syrup • jam • custard

RANGE STATEMENT	
	cream and starches
Preparation of ingredients	Preparation of ingredients for use in fillings can include: - thawing - mincing - peeling - slicing - dicing - cooking

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		