



Australian Government

Department of Education, Employment and Workplace Relations

FDFRB3003A Produce sponge, cake and cookie batter

Revision Number: 1

FDFRB3003A Produce sponge, cake and cookie batter

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to produce a range of cake, sponge and cookie batters 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 sponge, cake and cookie batter	1.1. Ingredients are confirmed and available to meet product requirements 1.2. Ingredients are weighed and/or measured to meet recipe requirements 1.3. Equipment is checked to confirm readiness for use 1.4. Mixing equipment is set and operated to meet recipe requirements 1.5. Ingredients are loaded into the mixer to meet recipe requirements 1.6. Batter meets specifications 1.7. Prepared batter is deposited into tins/onto papers
2. Clean equipment	2.1. Equipment is cleaned to meet production and hygiene requirements 2.2. Waste is disposed of according to workplace procedure 2.3. The work area is maintained according to housekeeping standards 2.4. 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 recipe requirements
- confirm condition, type, quality and quantity of ingredients, including selecting shortening type to meet recipe and ambient temperature requirements
- weigh, scale or meter ingredients as required
- calculate yield based on given batch weight and/or main ingredient weight according to workplace practices
- confirm equipment status and condition
- transfer ingredients to the mixer in the required sequence
- set mixing equipment to meet production requirements, such as:
 - selecting and fitting appropriate attachments
 - setting mixer times and speeds
- operate and monitor the mixing process, such as monitoring:
 - mixing time and speed
 - ingredient and finished batter temperature
 - batter consistency, appearance and texture
- identify batter that does not meet quality requirements and take necessary corrective action
- prepare tins/trays, liners and papers as required
- deposit, extrude or spread batter to meet product and volume/weight requirements
- 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 cake, sponge and cookie making
- ingredient characteristics and purpose in the final product, including flour types, sugar grades, shortening and emulsifiers, and fresh and/or pulp egg, as well as pre-mix composition, where required
- methods used to confirm accuracy of measuring equipment used

REQUIRED SKILLS AND KNOWLEDGE

- ingredient storage requirements
- methods used to prepare cake batter
- physical and chemical methods used to aerate batter
- significance of factors, such as temperature of batter on final product
- factors affecting sponge-making
- required characteristics of batter
- process requirements, such as:
 - mixing times and speeds
 - batter specifications
- settings, operating requirements and safety features of equipment used
- methods used to deposit batter including use of release agents as required
- 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 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:

- plan and prepare ingredients, equipment and processes required for batter
- combine and process ingredients according to requirements for type of batter
- assess batter outcomes against 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 product requirements, safe work practices, food safety, quality and environmental requirements
- recipe instructions
- product specifications and related inspection/control points
- production equipment, such as mixing and depositing 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.

EVIDENCE GUIDE**Guidance information for assessment**

To ensure consistency in one's performance, competency should be demonstrated 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 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 • standard operating procedures (SOPs) • specifications • production schedules • recipe instructions
Batters	Batters for cakes, sponges and cookies may be: • prepared from scratch or by using pre-mixes
Typical ingredients	Typical ingredients include but are not limited to: • flour • sugar • shortenings and margarines • eggs • fruit and flavour enhancing ingredients
Equipment	Equipment may include: • tins and trays • mixers • sieves

RANGE STATEMENT	
	- hydraulic lifting - depositing equipment
Confirming equipment status	Confirming equipment status involves checking that hygiene and sanitation standards are met, all safety guards are in place, equipment is operational and required attachments are fitted. In the case of sponge production, this includes ensuring bowls and utensils are free of all fat residues

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		