



Australian Government

Department of Education, Employment and Workplace Relations

FDFRB3010A Process dough

Revision Number: 2

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Modification History

November 2011: minor typographical error corrected.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to divide, shape and mould dough to final shape, place dough in tins or on baking surfaces and conduct final prove 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. It includes an intermediate prove stage prior to final moulding.
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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. Scale and mould dough	1.1.Dough is scaled to meet production requirements 1.2.Scaled dough meets weight requirements 1.3.Dough is moulded to provide initial shape 1.4.Dough is laminated, chilled or filled to suit product specification 1.5.Unacceptable scaled and moulded dough is identified, removed or rectified and/or reported
2. Mould dough and divide to meet product requirements	2.1.Dough is moulded to final shape 2.2.Dough is placed in tins or on baking surfaces as required 2.3.Dough meets specifications 2.4.Unacceptable final proved dough is identified, removed or rectified and/or reported
3. Clean equipment	3.1.Equipment is cleaned to meet production and hygiene requirements 3.2.Waste is disposed of according to workplace procedure 3.3.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 the required quantity of dough is available
- divide dough into pieces of the required weight
- round or mould dough to meet intermediate prove weight requirements
- allow dough to develop for the required time (intermediate prove)
- monitor size and shape of dough and skin formation on dough during intermediate prove
- identify, correct and/or remove unacceptable sized/shaped dough
- confirm that tins and/or baking surfaces are available and ready for use
- carry out final mould (this may be done manually or by using moulding and rounding equipment)
- tin or place dough on baking surfaces as required
- conduct final prove of dough (prover settings are set to allow the required development/proving time and conditions, such as temperature and humidity)
- prepare dough for baking, such as applying finishings, positioning lids on tins according to product requirements and shaping specialty breads
- monitor dough volume and maturity
- visually check the appearance of finished products and confirm that finishings are applied to meet quality requirements
- identify, correct and/or remove unacceptable sized/shaped dough
- 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:

- the effect of dough shape/size on the final product
- purpose and time required to allow dough to develop
- methods used to confirm accuracy of measuring equipment used
- required characteristics of proved dough, such as size, height and appearance

REQUIRED SKILLS AND KNOWLEDGE

- causes of variation and corrective action required
- settings, operational requirements and safety features of dividing and rounding equipment
- requirements of the final proof process, including the importance of relative humidity and temperature on proving stage
- purpose and procedures for conducting a wet or dry prove
- moulding techniques to achieve required product shape for untinned bread products
- 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: • scale and mould dough according to quality standards • use scales and determine weights accurately • 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 scaling and moulding for intermediate prove requirements, safe work practices, food safety, quality and environmental requirements • recipe instructions • product specifications and related inspection/control points • dividing, rounding and intermediate prove equipment used in the workplace (in some workplaces these tasks are manually performed and do not involve the use of equipment) • dough • personal protective clothing, equipment and material safety data sheets (MSDS) s 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
Typical ingredients	Typical ingredients include but are not limited to: • wheat flour • water • salt • yeast • shortenings • bread improvers • additional ingredients, such as rye flour, sours, fruit, spices, grains and fibre
Equipment	Equipment may include: • mixers • sieves • weighing

RANGE STATEMENT	
	• metering • lifting equipment • final prover
Dough	Dough may be manually or mechanically moulded or shaped using moulding and rounding equipment
Final proof	Final proof may be wet or dry
Applying finishings	Applying finishings can include: • methods, such as dusting, cutting, spraying and applying toppings
Baking surfaces	Baking surfaces depend on workplace equipment and procedures and can include: • tins • slippers • trays and sole of the oven Confirming that tins/trays are ready for use involves: • checking that tins/trays are greased and prepared to the required standard and that hygiene and sanitation standards are met

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		