



Australian Government

Department of Education, Employment and Workplace Relations

FDFRB3016A Plan and schedule production for retail bakery

Revision Number: 1

FDFRB3016A Plan and schedule production for retail bakery

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to plan and schedule work to meet production requirements in a retail bakery or in-store bakery environment.
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Application of the Unit

Application of the unit	This unit applies in a retail bakery environment.
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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. Establish production requirements	1.1. Identify sales history information 1.2. Identify any special conditions that may affect production requirements 1.3. Estimate production requirements
2. Schedule production to meet requirements	2.1. Calculate dough/batter types and volumes 2.2. Schedule batches to meet customer requirements and equipment capacity 2.3. Communicate production schedule as required according to workplace practice 2.4. Product is available to customer demand in the required quantities, at the required quality and at the required time

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- identify relevant information, such as sales volumes and purchasing patterns and any conditions that could influence sales
- estimate how much and what type of product is required and the time it should be available (this estimate can be for one day or according to workplace requirements)
- estimate dough weight compared to finished product weight
- determine optimum batch size, number and timing, taking account of process stages, equipment capacity and availability of labour
- produce or complete a production schedule covering each stage of the production process
- regulate dough/batter maturity and proving of yeast products so they arrive at the oven at the optimum time and condition
- develop a production schedule (where a workplace has an existing production schedule format, assessment can be based on completing production schedule details - where there is no established format, the assessee is required to produce a production schedule to describe a daily production requirement)
- 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:

- sources of information on sales performance, history and special events
- methods used to regulate dough/batter maturation and proving, including formulation, temperature control and time
- production schedule formats and level of detail as appropriate to meet workplace scheduling requirements
- an overview of baking processes and stages to match production to optimal timing and equipment capacity

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: • determine sales patterns and production requirements • conduct estimations and calculations to determine production requirements • schedule production to meet customer requirements • communicate production requirements • apply food safety procedures.
Context of and specific resources for assessment	Assessment of this unit must occur in a real or simulated workplace. Such an environment must provide an opportunity for the assessee to prepare or complete a daily production schedule given: • sales performance, history and other relevant information • product formulations • formulae to calculate batch weight to finished product weight • process equipment and information on capacity.
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 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, workplace environmental guidelines and industrial awards and agreements
Sales history	Sales history identifies the number of products sold over a given period. It may also indicate the pattern of sales over the course of a day
Special conditions	Special conditions that may affect production requirements can include: • weather conditions and special events or occasions
Matching equipment capacity	Matching equipment capacity includes: • taking account of throughput speed

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		