

## CURRICULUM of COMPETENCY UNIT (CoCU)

<b>Sub Sector</b>	FOOD AND BEVERAGES					
<b>Job Area</b>	PASTRY PRODUCTION					
<b>Competency Unit Title</b>	SOFT AND HARD ROLL PREPARATION					
<b>Competency Unit Descriptor</b>	Soft and hard roll preparation is to produce soft and hard roll product in accordance with standard recipe, production requirement, standing order and Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practice (GMP) and Halal requirements. The personnel who are competent in soft and hard roll preparation shall be able to carry out soft and hard roll preparation, finishing, decoration and end product display to meet required quality and quantity.					
<b>Competency Unit ID</b>		<b>Level</b>	2	<b>Training Duration</b>	48 Hours	<b>Credit Hours</b>
<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Applied Skills</b>	<b>Attitude / Safety / Environmental</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>
1. Identify soft and hard roll preparation requirements	i. Safety, health and hygiene practices guidelines such as; <ul style="list-style-type: none"> <li>• OSHA</li> <li>• Environmental Quality Act 1974 (Act127)</li> <li>• Halal product compliance</li> <li>• HACCP</li> <li>• GMP</li> </ul> ii. Soft and hard roll standing order iii. Production quantity iv. Delivery time v. Soft and hard roll standard recipe			3 hours	Lecture	i. Standing order interpreted thoroughly ii. Production quantity determined iii. Determine delivery time determined iv. Types of soft and hard roll listed out v. Soft and hard roll preparation workflow

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vi. Types of soft and hard roll dough <ul style="list-style-type: none"> <li>• Lean</li> <li>• Enriched</li> </ul> vii. Types of soft and hard roll such as; <ul style="list-style-type: none"> <li>• Plain</li> <li>• Filled</li> <li>• Sweet</li> <li>• Savoury</li> </ul> viii. Soft and hard roll preparation workflow					determined
		i. Interpret standing order ii. Determine production quantity iii. Determine delivery time iv. Obtain standard recipe v. Determine types of soft and hard roll vi. Determine soft and hard roll preparation workflow	<u>Attitude:</u> i. Resourceful in identifying soft and hard roll preparation requirements	3 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Safety:</u> -Not applicable-			
2. Prepare soft and hard roll <i>mise en place</i>	i. Types of cooking utensils and equipment such as; <ul style="list-style-type: none"> <li>• Baking tray</li> <li>• Scale</li> <li>• Measurement cups</li> <li>• Mixing bowl</li> <li>• Mixer</li> <li>• Oven</li> </ul> ii. Function and usage of cooking utensils and equipment soft and hard roll iii. Soft and hard roll ingredients such as; <ul style="list-style-type: none"> <li>• Sugar</li> </ul>			4 hour	Lecture	i. Types of cooking utensils and equipment determined ii. Function and usage of cooking utensils and equipment determined iii. Cooking utensils and equipment arranged iv. Soft and

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	<ul style="list-style-type: none"> <li>• Salt</li> <li>• Milk</li> <li>• Yeast</li> <li>• Flour</li> <li>• Milk powder</li> <li>• Egg</li> <li>• Water</li> </ul>					hard roll ingredients determined
		<ol style="list-style-type: none"> <li>i. Determine types of cooking utensils and equipment</li> <li>ii. Determine function and usage of cooking utensils and equipment</li> <li>iii. Arrange cooking utensils and equipment</li> <li>iv. Determine soft and hard roll ingredients</li> </ol>	<p><u>Attitude:</u></p> <ol style="list-style-type: none"> <li>i. Organise in preparing soft and hard roll <i>mise en place</i></li> </ol> <p><u>Safety:</u></p> <ol style="list-style-type: none"> <li>i. Careful in check and testing equipment</li> </ol>	6 hours	Demonstration & Observation	

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			ii. Adhere to kitchen safety practice			
3. Carry out soft and hard roll preparation	i. Techniques of mixing soft and hard roll dough <ul style="list-style-type: none"> <li>• Straight dough method</li> <li>• Sponge method</li> </ul> ii. Techniques of soft and hard roll preparation <ul style="list-style-type: none"> <li>• Mixing</li> <li>• Kneading</li> <li>• Rolling</li> <li>• Shaping</li> <li>• Panning</li> <li>• Proofing</li> <li>• Baking</li> </ul> iii. Procedures of soft and hard roll preparation			6 hour	Lecture	i. Soft and hard roll standard recipe interpreted ii. Utensils and equipment utilised iii. Soft and hard roll ingredients measured according to standard recipe iv. Soft and hard roll ingredients mixed according to standard recipe
		i. Follow soft and hard roll standard recipe ii. Utilise utensils and equipment iii. Measure soft and hard roll ingredients according to standard recipe iv. Mix soft and hard roll ingredients according to standard recipe		15 hours	Demonstration & Observation	v. Soft and hard roll dough proofed according to standard recipe vi. Baking technique

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		v. Proof soft and hard roll dough according to standard recipe vi. Apply baking technique	<u>Attitude:</u> i. Adhere to hygiene practise ii. Neat and tidy in carrying out soft and hard roll preparation  <u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling sharp utensils and electrical equipment iii. Adhere to kitchen safety, hygiene and health procedure			applied
4. Carry out soft and hard roll finishing and decoration	i. Types of soft and hard roll finishing and decoration such as: <ul style="list-style-type: none"> <li>• Topping such as;</li> </ul>			2 hour	Lecture	i. Types of soft and hard roll finishing and decoration

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	<ul style="list-style-type: none"> <li>– Fruit base</li> <li>– Chocolate</li> <li>– Nuts/grains</li> <li>– Flour</li> <li>• Icing</li> <li>• Cream</li> <li>• Cheese</li> <li>• Filling such as; <ul style="list-style-type: none"> <li>– Custard</li> <li>– Chocolate</li> <li>– Fruit jam</li> <li>– Savoury</li> </ul> </li> </ul> <p>ii. Technique of glazing, topping and filling</p> <p>iii. Method of soft and hard roll product display and packaging</p>					<p>determined</p> <p>ii. Soft and hard roll product glazed, topped and filled according to standing order</p> <p>iii. Soft and hard roll product displayed and packed according to requirements</p>
		<p>i. Determine types of soft and hard roll finishing and decoration</p> <p>ii. Glaze, top and fill soft and hard roll product according to standing order</p> <p>iii. Display and pack soft and hard roll product according to requirements</p>		4 hours	Demonstration & Observation	

Attitude:

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			i. Adhere to hygiene practise ii. Neat and tidy in finishing and decoration soft and hard roll product  <u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling equipment iii. Adhere to kitchen safety, hygiene and health procedure			
5. Check soft and hard roll quality and quantity	i. Soft and hard roll shape ii. Soft and hard roll texture iii. Soft and hard roll aroma iv. Soft and hard roll colour v. Soft and hard roll flavour and taste vi. Soft and hard roll appearance vii. Soft and hard roll quantity and quality contribution factors			1 hours	Lecture	i. Soft and hard roll shape confirmed ii. Soft and hard roll texture confirmed iii. Soft and hard roll aroma confirmed iv. Soft and hard roll colour confirmed



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						v. Soft and hard roll flavour and taste confirmed
		i. Check soft and hard roll shape ii. Check soft and hard roll texture iii. Check soft and hard roll aroma iv. Check soft and hard roll colour v. Check soft and hard roll flavour and taste vi. Check soft and hard roll appearance vii. Confirm soft and hard roll quantity meets with standing order	<u>Attitude:</u> i. Responsible in checking soft and hard roll quality and quantity ii. Adhere to hygiene practise  <u>Safety:</u> i. Wear appropriate Personal Protective	2 hours	Demonstration & Observation	vi. Soft and hard roll appearance confirmed vii. Soft and hard roll quantity confirmed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			Equipment (PPE) ii. Adhere to kitchen safety, hygiene and health procedure			
6. Produce soft and hard roll preparation activities report	i. Flow of reporting line ii. Soft and hard roll preparation reporting format iii. Method of reporting soft and hard roll preparation activities such as; <ul style="list-style-type: none"> <li>• Verbal</li> <li>• Checklist</li> <li>• Written</li> </ul> iv. Procedure of reporting soft and hard roll preparation activities			1 hour	Lecture	i. soft and hard roll preparation activities reporting format determined ii. Method of reporting soft and hard roll preparation activities applied iii. Soft and hard roll preparation activities report generated
		i. Determine personnel involved ii. Determine soft and hard roll preparation activities reporting format iii. Apply method of reporting soft and hard roll preparation activities iv. Generate soft and		1 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<p>hard roll preparation activities report</p> <p>v. Follow procedure of reporting soft and hard roll preparation activities</p>	<p><u>Attitude:</u></p> <p>i. Meticulous in writing report</p> <p>ii. Sincere and responsible in reporting soft and hard roll preparation activities</p> <p>iii. Clarity in reporting soft and hard roll preparation activities</p> <p>iv. Adhere to report submission dateline</p> <p><u>Safety:</u> -Not applicable-</p>			

## Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information.            01.02 Document information procedures or processes.            02.01 Interpret and follow manuals, instructions and SOP's.            02.03 Communicate clearly.            02.04 Prepare brief reports and checklist using standard forms.            02.05 Read/Interpret flowcharts and pictorial information.            03.01 Apply cultural requirement to the workplace.            03.02 Demonstrate integrity and apply practical practices.            03.03 Accept responsibility for own work and work area.            03.04 Seek and act constructively upon feedback about work performance.            03.05 Demonstrate safety skills.            03.06 Respond appropriately to people and situations.            03.07 Resolve interpersonal conflicts.            06.01 Understand systems.            06.02 Comply with and follow chain of command.            06.03 Identify and highlight problems.            06.04 Adapt competencies to new situations/systems.            01.04 Analyse information.            04.01 Organize own work activities.            04.02 Set and revise own objectives and goals.            04.03 Organize and maintain own workplace.            04.04 Apply problem solving strategies.            04.05 Demonstrate initiative and flexibility.</p>	<ol style="list-style-type: none"> <li>1. Communication skills</li> <li>2. Conceptual skills</li> <li>3. Interpersonal skills</li> <li>4. Multitasking and prioritizing</li> <li>5. Self-discipline</li> <li>6. Teamwork</li> </ol>

## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery	As required
2. Kitchen utensils (pan, scale, measurement spoon & cups, mixing bowl, rolling pin, scraper, baking tray, rack trolley, wire rack, kitchen cloth)	1:4
3. Working table	1:4
4. Stove	1:4
5. Mixer	1:4
6. Proover	1:20
7. Oven	1:20
8. Chillers	1:20
9. Freezer	1:20
10. Soft and hard roll ingredients	1:1
11. Soft and hard roll standard recipe	1:1
12. Packaging materials	1:1
13. Personal Protective Equipment (safety boot, Chef hat, apron, disposable glove)	1:1

## References

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