

## CURRICULUM of COMPETENCY UNIT (CoCU)

<b>Sub Sector</b>	FOOD AND BEVERAGES					
<b>Job Area</b>	PASTRY PRODUCTION					
<b>Competency Unit Title</b>	BATTER AND DOUGH PREPARATION					
<b>Competency Unit Descriptor</b>	Batter and dough preparation is to produce batter and dough product in accordance with Standard Operating Procedure (SOP), Standard Recipe, production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practise (GMP) and Halal requirements. The personnel who are competent in producing batter and dough product shall be able to carry out batter and dough preparation and dough product finishing to meet required quality and quantity.					
<b>Competency Unit ID</b>		<b>Level</b>	2	<b>Training Duration</b>	60 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 batter and dough 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. Batter and dough standing order iii. Production quantity iv. Delivery time v. Batter and dough standard recipe vi. Types of batter such			3 hours	Lecture	i. Standing order interpreted thoroughly ii. Production quantity determined iii. Delivery time determined iv. Types of batter and dough determined v. Batter and dough preparation workflow determined

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	as; <ul style="list-style-type: none"> <li>• Waffle</li> <li>• Crepes</li> <li>• Fritter</li> <li>• Pancake</li> <li>• Beignet</li> </ul> vii. Types of dough such as; <ul style="list-style-type: none"> <li>• Baba dough               <ul style="list-style-type: none"> <li>○ Savarin dough</li> </ul> </li> <li>• Choux paste               <ul style="list-style-type: none"> <li>○ Cream puff</li> <li>○ Eclair</li> </ul> </li> <li>• Sugar dough</li> <li>• Short crust</li> </ul> viii. Batter and dough preparation workflow					
		i. Interpret standing order ii. Determine production quantity iii. Determine delivery time iv. Obtain standard recipe v. Determine types of batter and dough vi. Determine batter and dough preparation workflow		2 hours	Demonstration & Observation	

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			<u>Attitude:</u> i. Resourceful in identifying batter and dough preparation requirements  <u>Safety:</u> -Not applicable-			
2. Prepare batter and dough <i>mise en place</i>	i. Types of cooking utensils and equipment such as; <ul style="list-style-type: none"> <li>• Whisk</li> <li>• Pan</li> <li>• Scale</li> <li>• Measurement cups</li> <li>• Mixer</li> <li>• Stove</li> </ul> ii. Function and usage of cooking utensils and equipment for batter and dough preparation iii. Determine batter and dough ingredients such as; <ul style="list-style-type: none"> <li>• Flour</li> <li>• Eggs</li> <li>• Salt</li> <li>• Sugar</li> </ul>			3 hour	Lecture	i. Types of cooking utensils and equipment listed out ii. Function and usage of cooking utensils and equipment listed out iii. Cooking utensils and equipment arranged accordingly iv. Batter and dough ingredients determined according to

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	<ul style="list-style-type: none"> <li>• Milk</li> <li>• Butter</li> <li>• Custard powder</li> <li>• Flavourings</li> </ul>					standard recipe
		<ul 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 batter and dough ingredients according to standard recipe</li> </ul>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Organise in preparing batter and dough <i>mise en place</i></li> </ul> <p><u>Safety:</u></p> <ul style="list-style-type: none"> <li>i. Careful in checking and testing equipment</li> <li>ii. Adhere to safety practice</li> </ul>	4 hours	Demonstration & Observation	

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3. Carry out batter and dough preparation	i. Techniques of batter and dough preparation <ul style="list-style-type: none"> <li>• Whisking</li> <li>• Folding</li> <li>• Mixing               <ul style="list-style-type: none"> <li>– Rub in method</li> <li>– Creaming method</li> <li>– One stage method</li> </ul> </li> <li>• Kneading</li> </ul> ii. Methods of batter and dough cooking/baking such as; <ul style="list-style-type: none"> <li>• Saute</li> <li>• Boiling</li> <li>• Frying               <ul style="list-style-type: none"> <li>– Deep fry</li> <li>– Pan fry</li> </ul> </li> </ul> iii. Procedure of batter and dough preparation			12 hour	Lecture	i. Batter and dough standard recipe interpreted thoroughly ii. Cooking utensil and equipment utilised correctly iii. Batter and dough ingredients measured according to standard recipe iv. Batter and dough ingredients prepared according to standard recipe
		i. Follow batter and dough standard recipe ii. Utilise cooking utensil and equipment iii. Measure batter and dough ingredients according to standard recipe iv. Prepare batter and			22 hours	Demonstration & Observation

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		dough ingredients according to standard recipe v. Apply techniques of batter and dough preparation vi. Apply method of batter and dough cooking/baking vii. Follow procedure of batter and dough preparation	<p><u>Attitude:</u></p> i. Adhere to hygiene practise ii. Neat and tidy in carrying out batter and dough preparation			vi. Method of batter and dough cooking/baking applied vii. procedure of batter and dough preparation followed

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			utensils and electrical equipment iii. Adhere to kitchen safety, hygiene and health procedure			
4. Carry out batter and dough end product storage	i. Types of storage packaging such as; <ul style="list-style-type: none"> <li>• Packages               <ul style="list-style-type: none"> <li>– Plastic</li> <li>– Paper</li> <li>– Aluminium</li> </ul> </li> <li>• Food container</li> </ul> ii. Product storage temperature iii. Shelf life of batter and dough iv. Batter and dough end product labelling v. Batter and dough storing procedures <ul style="list-style-type: none"> <li>• First In First Out (FIFO)</li> <li>• Last In Last Out (LIFO)</li> </ul>			3 hour	Lecture	i. Appropriate storage packaging utilised ii. End product storage temperature determined iii. Batter and dough shelf life determined iv. Batter and dough end product labelled v. Follow batter and dough storing procedures followed

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		i. Utilise appropriate storage packaging ii. Determine end product storage temperature iii. Determine batter and dough shelf life iv. Label batter and dough end product v. Follow batter and dough storing procedures	<u>Attitude:</u> i. Adhere to hygiene practise  <u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) ii. Adhere to kitchen safety, hygiene and health procedure	4 hours	Demonstration & Observation	
5. Check batter and dough quality and quantity	i. Batter and dough appearance ii. Batter and dough texture iii. Batter and dough aroma iv. Batter and dough colour			2 hours	Lecture	i. Batter and dough appearance confirmed ii. Batter and



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	v. Batter and dough flavour and taste vi. Batter and dough quantity and quality contribution factors					dough texture confirmed iii. Batter and dough aroma confirmed iv. Batter and dough colour confirmed v. Batter and dough flavour and taste confirmed vi. Batter and dough quantity confirmed
		i. Check batter and dough appearance ii. Check batter and dough texture iii. Check batter and dough aroma iv. Check batter and dough colour v. Check batter and dough flavour and taste vi. Confirm batter and dough quantity meets with standing order	<u>Attitude:</u> i. Responsible in checking batter and dough quality and quantity ii. Adhere to hygiene practise  <u>Safety:</u> i. Wear appropriate	3 hours	Demonstration & Observation	v. Batter and dough flavour and taste confirmed vi. Batter and dough quantity confirmed

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			Personal Protective Equipment (PPE) ii. Adhere to kitchen safety, hygiene and health procedure			
6. Produce batter and dough preparation activities report	i. Flow of reporting line ii. Batter and dough preparation reporting format iii. Method of reporting batter and dough preparation activities such as; <ul style="list-style-type: none"> <li>• Verbal</li> <li>• Checklist</li> <li>• Written</li> </ul> iv. Procedure of reporting batter and dough preparation activities			1 hour	Lecture	i. Batter and dough preparation activities reporting format determined ii. Method of reporting batter and dough preparation activities applied iii. Batter and

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		<ul style="list-style-type: none"> <li>i. Determine personnel involved</li> <li>ii. Determine batter and dough preparation activities reporting format</li> <li>iii. Apply method of reporting batter and dough preparation activities</li> <li>iv. Generate batter and dough preparation activities report</li> <li>v. Follow procedure of reporting batter and dough preparation activities</li> </ul>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Meticulous in writing report</li> <li>ii. Clarity and responsible in reporting batter and dough preparation activities</li> <li>iii. Adhere to report submission dateline</li> </ul>	1 hours	Demonstration & Observation	dough preparation activities report generated

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			<u>Safety:</u> -Not applicable-			

## Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information.</p> <p>01.02 Document information procedures or processes.</p> <p>02.01 Interpret and follow manuals, instructions and SOP's.</p> <p>02.03 Communicate clearly.</p> <p>02.04 Prepare brief reports and checklist using standard forms.</p> <p>02.05 Read/Interpret flowcharts and pictorial information.</p> <p>03.01 Apply cultural requirement to the workplace.</p> <p>03.02 Demonstrate integrity and apply practical practices.</p> <p>03.03 Accept responsibility for own work and work area.</p> <p>03.04 Seek and act constructively upon feedback about work performance.</p> <p>03.05 Demonstrate safety skills.</p> <p>03.06 Respond appropriately to people and situations.</p> <p>03.07 Resolve interpersonal conflicts.</p> <p>06.01 Understand systems.</p> <p>06.02 Comply with and follow chain of command.</p> <p>06.03 Identify and highlight problems.</p> <p>06.04 Adapt competencies to new situations/systems.</p> <p>01.04 Analyse information.</p> <p>04.01 Organize own work activities.</p> <p>04.02 Set and revise own objectives and goals.</p> <p>04.03 Organize and maintain own workplace.</p> <p>04.04 Apply problem solving strategies.</p> <p>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(whisk, wooden spoon, sieve, knife, chopping board, pot, pan, mixing bowl, spatula, measuring spoon & cup)	1:4
3. Working table	1:4
4. Stove	1:4
5. Mixer	1:4
6. Food processor	1:4
7. Chillers	1:20
8. Freezer	1:20
9. Food containers	1:1
10. Piping bag	1:1
11. Batter and dough ingredients	1:1
12. Batter and dough standard recipe	1:1
13. Personal Protective Equipment (safety boot, Chef hat, apron, disposable glove)	1:1

## References

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