

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FOOD AND BEVERAGES					
Job Area	BAKERY PRODUCT PRODUCTION					
Competency Unit Title	SWEET AND SAVOURY FILLING PREPARATION					
Competency Unit Descriptor	Sweet and savoury filling preparation is to produce filling in accordance with standard recipe, production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practice (GMP) and Halal requirements. The personnel who are competent in sweet and savoury filling preparation shall be able to carry out sweet and savoury filling preparation and end product storage to meet required quality and quantity.					
Competency Unit ID		Level	2	Training Duration	60 Hours	Credit Hours
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Identify sweet and savoury filling preparation requirements	i. Safety, health and hygiene practices guidelines such as; <ul style="list-style-type: none"> • OSHA • Environmental Quality Act 1974 (Act127) • Halal product compliance • HACCP • GMP ii. Sweet and savoury filling standing order iii. Production quantity iv. Delivery time v. Sweet and savoury filling standard recipe vi. Types of sweet and			2 hours	Lecture	i. Standing order thoroughly interpreted ii. Production quantity determined iii. Delivery time determined iv. Types of sweet and savoury filling determined v. Sweet and savoury filling preparation workflow determined

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	savoury filling such as; <ul style="list-style-type: none"> • Fruit base • Cream base • Nuts • Sweet and savoury base • Custard • Spice base vii. Sweet and savoury filling preparation workflow					
		i. Interpret standing order ii. Determine production quantity iii. Determine delivery time iv. Obtain standard recipe v. Determine types of sweet and savoury filling vi. Determine sweet and savoury filling preparation workflow	<u>Attitude:</u> i. Resourceful in identifying sweet and savoury filling 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 sweet and savoury filling <i>mise en place</i>	i. Types of cooking utensils and equipment such as; <ul style="list-style-type: none"> • Whisk • Pan • Scale • Measurement cups • Mixer • Stove ii. Function and usage of cooking utensils and equipment for sweet and savoury filling preparation iii. Determine sweet and savoury filling ingredients <ul style="list-style-type: none"> • Sugar • Milk • Custard powder • Curry powder • Chilli • Anchovy • Tuna 			5 hours	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. Sweet and savoury filling ingredients according to standard recipe determined
		i. Determine types of cooking utensils and equipment			7 hours	Demonstration & Observation

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		ii. Determine function and usage of cooking utensils and equipment iii. Arrange cooking utensils and equipment iv. Determine sweet and savoury filling ingredients according to standard recipe	<u>Attitude:</u> i. Organise in preparing sweet and savoury filling <i>mise en place</i> <u>Safety:</u> i. Careful in checking and testing equipment in good condition ii. Adhere to safety practice			
3. Carry out sweet and savoury filling preparation	i. Techniques of mixing filling ingredients <ul style="list-style-type: none"> • Whisking • Folding ii. Methods of sweet and			10 hours	Lecture	i. Sweet and savoury fillings standard recipe followed ii. Utilise utensil

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	savoury fillings cooking such as; <ul style="list-style-type: none"> • <i>Saute</i> • Boiling • Frying • Steaming iii. Procedure of sweet and savoury fillings preparation					and equipment iii. Sweet and savoury fillings ingredients measured according to standard recipe iv. Sweet and savoury fillings ingredients prepared according to standard recipe
		i. Follow sweet and savoury fillings standard recipe ii. Utilise utensil and equipment iii. Measure sweet and savoury fillings ingredients according to standard recipe iv. Prepare sweet and savoury fillings ingredients according to standard recipe v. Apply techniques of sweet and savoury fillings cooking vi. Apply method of sweet and savoury fillings cooking vii. Follow procedure of sweet and savoury fillings preparation		22 hours	Demonstration & Observation	v. Cooking techniques of sweet and savoury fillings applied vi. Cooking method of sweet and savoury fillings applied vii. Procedure of sweet and savoury fillings preparation followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Adhere to hygiene practise ii. Neat and tidy in carrying out sweet and savoury filling preparation <p><u>Safety:</u></p> <ul style="list-style-type: none"> 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 			
4. Carry out filling end product storage	<ul style="list-style-type: none"> i. Types of storage packaging such as; <ul style="list-style-type: none"> • Packages <ul style="list-style-type: none"> – Plastic – Paper – Aluminium • Food container 			2 hours	Lecture	<ul style="list-style-type: none"> i. Appropriate storage packaging used ii. End product storage temperature

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	ii. Product storage temperature iii. Shelf life of sweet and savoury fillings iv. Sweet and savoury fillings end product labelling v. Sweet and savoury fillings storing procedures <ul style="list-style-type: none"> • First In First Out (FIFO) • Last In Last Out (LIFO) 					determined iii. Sweet and savoury fillings shelf life determined iv. Sweet and savoury fillings end product labelled v. Sweet and savoury fillings storing procedures followed
		i. Use appropriate storage packaging ii. Determine end product storage temperature iii. Determine sweet and savoury fillings shelf life iv. Label sweet and savoury fillings end product v. Follow sweet and savoury fillings storing procedures	<u>Attitude:</u> i. Adhere to hygiene practise	4 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) Adhere to kitchen safety, hygiene and health procedure			
5. Check sweet and savoury filling quality and quantity	i. Sweet and savoury filling texture ii. Sweet and savoury filling aroma iii. Sweet and savoury filling colour iv. Sweet and savoury filling flavour and taste v. Sweet and savoury filling quantity and quality contribution factors such as: <ul style="list-style-type: none"> • Preparation process • Temperature 			1 hour	Lecture	i. Sweet and savoury filling texture checked ii. Sweet and savoury filling aroma checked check sweet and savoury filling colour iii. Sweet and savoury filling flavour and taste checked iv. Sweet and savoury filling quantity meets with standing order confirmed
		i. Check sweet and savoury filling texture ii. Check sweet and savoury filling aroma iii. Check sweet and savoury filling colour iv. Check sweet and		1 hour	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		savoury filling flavour and taste v. Confirm sweet and savoury filling quantity meets with standing order	<u>Attitude:</u> i. Responsible in checking sweet and savoury filling quality and quantity ii. Adhere to hygiene practise <u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) ii. Adhere to kitchen safety, hygiene and health procedure			
6. Record sweet and savoury filling preparation activities	i. Flow of reporting line ii. Sweet and savoury preparation reporting format iii. Method of reporting sweet and savoury preparation activities			1 hour	Lecture	i. Personnel involved determined ii. Sweet and savoury preparation activities

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Verbal • Checklist • Written iv. Procedure of reporting sweet and savoury preparation activities					reporting format determined iii. Method of reporting sweet and savoury preparation activities applied
		i. Determine personnel involved ii. Determine sweet and savoury preparation activities reporting format iii. Apply method of reporting sweet and savoury preparation activities iv. Generate sweet and savoury preparation activities report v. Follow procedure of reporting sweet and savoury preparation activities	<u>Attitude:</u> i. Meticulous in writing report ii. Clarity and responsible in reporting sweet and savoury filling	1 hour	Demonstration & Observation	iv. Sweet and savoury preparation activities report generated v. Procedure of reporting sweet and savoury preparation activities followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			preparation activities iii. Adhere to report submission dateline <u>Safety:</u> -Not applicable-			

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"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork

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)	1:2
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. Sweet and savoury ingredients	1:1
12. Sweet and savoury standard recipe	1:1
13. Personal Protective Equipment (safety boot, Chef hat, apron, disposable glove)	1:1

References

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