

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FOOD AND BEVERAGES					
Job Area	BAKERY PRODUCTION					
Competency Unit Title	DOUGHNUT PREPARATION					
Competency Unit Descriptor	Doughnut preparation is to produce doughnut product 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 doughnut preparation shall be able to carry out doughnut preparation, doughnut finishing, decoration and end product display to meet required quality and quantity.					
Competency Unit ID		Level	2	Training Duration	120 Hours	Credit Hours
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Identify doughnut 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. Standing order iii. Production quantity iv. Delivery time v. Doughnut standard recipe vi. Types of doughnut such as:			4 hours	Lecture	i. Standing order interpreted ii. Production quality and quantity determined iii. Delivery time determined iv. Standard recipe obtained v. Types of doughnut determined vi. Doughnut preparation

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Ring doughnut <ul style="list-style-type: none"> – Plain – Sugar – Chocolate • Jelly-filled doughnut (Bismarcks) • Long Johns • Twist • Fried cinnamon rolls <p>vii. Doughnut preparation workflow</p>					<p>workflow determined</p>
		<ol style="list-style-type: none"> i. Interpret standing order ii. Determine production quality and quantity iii. Determine delivery time iv. Obtain standard recipe v. Determine types of doughnut vi. Determine doughnut preparation workflow 	<p><u>Attitude:</u></p> <ol style="list-style-type: none"> i. Resourceful in identifying 	6 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			doughnut preparation requirements <u>Safety:</u> -Not applicable-			
2. Prepare doughnut <i>mise en place</i>	i. Types of cooking utensils and equipment such as; <ul style="list-style-type: none"> • Pan • Scale • Measurement cups • Mixer • Stove • Deep fat fryer ii. Function and usage of cooking utensils and equipment for doughnut preparation iii. Doughnut ingredients such as; <ul style="list-style-type: none"> • Sugar • Salt • Milk • yeast • Flour • Milk powder • Egg • Water 			10 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. Doughnut ingredients prepared according to standard recipe

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Determine types of cooking utensils and equipment ii. Determine function and usage of cooking utensils and equipment iii. Arrange cooking utensils and equipment iv. Prepare doughnut ingredients according to standard recipe	<u>Attitude:</u> i. Organise in preparing doughnut <i>mise en place</i> <u>Safety:</u> i. Careful in checking and testing equipment in good condition ii. Adhere to safety practice	14 hours	Demonstration & Observation	
3. Carry out doughnut preparation	i. Method of mixing doughnut dough <ul style="list-style-type: none"> • Straight dough/All in one method 			22 hours	Lecture	i. Doughnut standard recipe followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Sponge/cake method ii. Techniques of doughnut preparation <ul style="list-style-type: none"> • Mixing • Kneading • Rolling • Folding • Shaping • Prooving • Deep frying iii. Procedure of sweet and savoury fillings preparation					ii. Utensils and equipment utilised iii. Doughnut ingredients measured according to standard recipe iv. Doughnut ingredients mixed according to standard recipe v. Doughnut dough according to standard recipe proved
		i. Follow doughnut standard recipe ii. Utilise utensils and equipment iii. Measure doughnut ingredients according to standard recipe iv. Mix doughnut ingredients according to standard recipe v. Prove doughnut dough according to standard recipe vi. Apply method of doughnut preparation vii. Apply techniques of		48 hours	Demonstration & Observation	vi. Method of doughnut preparation applied vii. Techniques of doughnut preparation applied viii. Procedure of doughnut preparation followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		doughnut preparation viii. Follow procedure of doughnut preparation	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Adhere to hygiene practise ii. Neat and tidy in carrying out doughnut 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 i. Adhere to kitchen safety, hygiene and health procedure 			
4. Carry out doughnut finishing and decoration	<ul style="list-style-type: none"> i. Types of doughnut finishing and decoration <ul style="list-style-type: none"> • Topping such as; <ul style="list-style-type: none"> – Fruit base – Chocolate – Nuts 			4 hours	Lecture	<ul style="list-style-type: none"> i. Types of doughnut finishing and decoration determined ii. Doughnut

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Icing • Cream • Filling such as; <ul style="list-style-type: none"> – Custard – Chocolate – Fruit jam ii. Technique of glazing, topping and filling iii. Method of doughnut product display and packaging					product glazed, topped and filled according to standing order iii. Doughnut product displayed and packed according to requirements
		i. Determine types of doughnut finishing and decoration ii. Glaze, top and fill doughnut product according to standing order iii. Display and pack doughnut product according to requirements	<u>Attitude:</u> i. Adhere to hygiene practise ii. Neat and tidy in carrying out doughnut finishing and decoration <u>Safety:</u>	6 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			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			
5. Check doughnut quality and quantity	i. Doughnut shape ii. Doughnut texture iii. Doughnut aroma iv. Doughnut colour v. Doughnut flavour and taste vi. Doughnut appearance vii. Doughnut quantity and quality contribution factors <ul style="list-style-type: none"> • Preparation process • Temperature 			3 hours	Lecture	i. Doughnut shape checked ii. Doughnut texture checked iii. Doughnut aroma checked iv. Doughnut colour checked v. Doughnut flavour and taste checked
		i. Check doughnut shape ii. Check doughnut texture iii. Check doughnut aroma iv. Check doughnut colour v. Check doughnut flavour and taste		10 hours	Demonstration & Observation	vi. Doughnut appearance checked vii. Doughnut quantity

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		vi. Check doughnut appearance vii. Confirm doughnut quantity meets with standing order	<u>Attitude:</u> i. Responsible in checking doughnut 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			meets with standing order confirmed
6. Record doughnut preparation activities	i. Flow of reporting line ii. Doughnut preparation reporting format iii. Method of reporting doughnut preparation activities <ul style="list-style-type: none"> • Verbal 			1 hour 30 minutes	Lecture	i. Personnel involved determined ii. Doughnut preparation activities reporting

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Checklist • Written iv. Procedure of reporting doughnut preparation activities					format determined iii. Method of reporting doughnut preparation activities applied
		i. Determine personnel involved ii. Determine doughnut preparation activities reporting format iii. Apply method of reporting doughnut preparation activities iv. Generate doughnut preparation activities report v. Follow procedure of reporting doughnut preparation activities	<u>Attitude:</u> i. Meticulous in writing report ii. Clarity and responsible in reporting doughnut preparation activities	3 hours	Demonstration & Observation	iv. Doughnut preparation activities report generated v. Procedure of reporting doughnut preparation activities followed

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

Employability Skills

Core Abilities	Social Skills
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.	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork

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.	
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Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery 2. Kitchen utensils(Pan, Scale, Measurement spoon & cups, Mixing bowl, doughnut cutter, rolling pin, dough scrapper, baking tray, wire rack, frying skimmer, food tongs, pastry brush, kitchen cloth, bench brush) 3. Kitchen equipment (Working table, mixer machine, stove and deep fat fryer) 4. Chillers	As required 1:4 1:4 1:20

5. Freezer	1:20
6. Doughnut ingredients	1:1
7. Doughnut standard recipe	1:1
8. Packaging materials	1:1
9. Personal Protective Equipment (safety boot, Chef hat, apron, disposable glove)	1:1

References

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