

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FOOD AND BEVERAGES					
Job Area	BAKERY PRODUCT PRODUCTION					
Competency Unit Title	FILLING AND CREAM PREPARATION					
Competency Unit Descriptor	Filling and cream preparation is to produce filling and cream in accordance with Standard Operating Procedure (SOP), 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 producing filling and cream shall be able to carry out filling and cream preparation and 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 filling and cream 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. Filling and cream Standing order iii. Production quantity iv. Delivery time v. Filling and cream standard recipe			3 hours	Lecture	i. Standing order interpreted thoroughly ii. Production quantity determined iii. Delivery time determined iv. Types of filling and cream listed out v. Filling and cream preparation

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	vi. Types of filling and cream such as; <ul style="list-style-type: none"> • Fruit base • Cream base • Nuts • Chocolate base • Custard • Savoury filling vii. Filling and cream preparation workflow					workflow listed out
		i. Interpret standing order ii. Determine production quantity iii. Determine delivery time iv. Obtain standard recipe v. Determine types of filling and cream vi. Determine filling and cream preparation workflow	<u>Attitude:</u> i. Resourceful in identifying filling and cream preparation requirements <u>Safety:</u>	2 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			-Not applicable-			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Prepare filling and cream <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 filling and cream preparation iii. Determine filling and cream ingredients such as; <ul style="list-style-type: none"> • Sugar • Milk • Custard powder • Flavourings • Chocolate • Gelatine • Whipping cream • Curry powder 			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. Filling and cream ingredients determined according to standard recipe

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> 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. Determine filling and cream ingredients according to standard recipe 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Organise in preparing filling and cream <i>mise en place</i> <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Careful in checking and testing equipment ii. Adhere to safety practice 	4 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
3. Carry out filling and cream preparation	i. Techniques of mixing filling and cream preparation <ul style="list-style-type: none"> • Whisking • Folding • Creaming ii. Methods of filling and cream cooking such as; <ul style="list-style-type: none"> • Saute • Boiling • Bain marie • Steaming • Stewing • Simmering iii. Procedure of filling and cream preparation			12 hour	Lecture	i. Filling and cream standard recipe interpreted ii. Filling and cream ingredients prepared according to standard recipe iii. Techniques of filling and cream preparation applied iv. Method of filling and cream cooking/ baking applied
		i. Follow filling and cream standard recipe ii. Utilise utensil and equipment iii. Measure filling and cream ingredients according to standard recipe iv. Prepare filling and cream ingredients according to standard recipe		22 hours	Demonstration & Observation	v. Procedure of filling and cream preparation followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		v. Apply techniques of filling and cream preparation vi. Apply method of filling and cream preparation vii. Follow procedure of filling and cream preparation	<p><u>Attitude:</u></p> i. Adhere to hygiene practise ii. Neat and tidy in carrying out filling and cream preparation			
			<p><u>Safety:</u></p> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling sharp utensils and electrical equipment iii. Adhere to kitchen safety, hygiene			

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			and health procedure			
4. Carry out filling and cream end product storage	i. Types of storage packaging such as; <ul style="list-style-type: none"> • Packages <ul style="list-style-type: none"> – Plastic – Aluminium • Food container ii. Product storage temperature iii. Shelf life of filling and cream iv. Filling and cream end product labelling v. Filling and cream storing procedures <ul style="list-style-type: none"> • First In First Out (FIFO) • Last In Last Out (LIFO) 			3 hour	Lecture	i. End product storage temperature determined ii. Filling and cream shelf life determined iii. Filling and cream end product labelled
		i. Utilise appropriate storage packaging ii. Determine end product storage temperature iii. Determine filling and cream shelf life iv. Label filling and cream end product v. Follow filling and		4 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		cream 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			
5. Check filling and cream quality and quantity	i. Check filling and cream appearance ii. Filling and cream texture iii. Filling and cream aroma iv. Filling and cream colour v. Filling and cream flavour and taste vi. Filling and cream quantity and quality contribution factors			2 hours	Lecture	i. Filling and cream appearance confirmed ii. Filling and cream texture confirmed iii. Filling and cream aroma confirmed iv. Filling and cream colour confirmed v. Filling and cream
		i. Check filling and cream appearance ii. Check filling and cream texture iii. Check filling and cream aroma iv. Check filling and cream		3 hours	Demonstration & Observation	

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

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	preparation activities such as <ul style="list-style-type: none"> • Verbal • Checklist • Written iv. Procedure of reporting filling and cream preparation activities					applied ii. Filling and cream preparation activities report generated
		i. Determine personnel involved ii. Determine filling and cream preparation activities reporting format iii. Apply method of reporting filling and cream preparation activities iv. Generate filling and cream preparation activities report v. Follow procedure of reporting filling and cream preparation activities	<u>Attitude:</u> i. Meticulous in writing report ii. Clarity and responsible in reporting filling	1 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			and cream 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.</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"> 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)	1:4
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. Filling and cream ingredients	1:1
12. Filling and cream standard recipe	1:1
13. Personal Protective Equipment (safety boot, Chef hat, apron, disposable glove)	1:1

References

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