

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FOOD AND BEVERAGES					
Job Area	BAKERY PRODUCTION					
Competency Unit Title	MUFFIN PREPARATION					
Competency Unit Descriptor	Muffin preparation is to produce muffin 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 muffin preparation shall be able to carry out yeast based product production, finishing, decoration and end product display to meet required quality and quantity.					
Competency Unit ID		Level	2	Training Duration	90 Hours	Credit Hours
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Identify muffin 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. Muffin standing order iii. Production quantity iv. Delivery time v. Muffin standard recipe vi. Muffin preparation workflow			2 hours	Lecture	i. Standing order interpreted ii. Production quantity determined iii. Delivery time determined iv. Standard recipe obtained v. Muffin preparation workflow determined

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		i. Interpret standing order ii. Determine production quantity iii. Determine delivery time iv. Obtain standard recipe v. Determine muffin preparation workflow	<u>Attitude:</u> i. Resourceful in identifying muffin preparation requirements <u>Safety:</u> -Not applicable-	4 hours	Demonstration & Observation	
2. Prepare muffin <i>mise en place</i>	i. Types of cooking utensils and equipment such as; <ul style="list-style-type: none"> • Muffin tray • Scale • Measurement cups • Mixing bowl • Mixer • Oven ii. Function and usage of cooking utensils and equipment for muffin			6 hours	Lecture	i. Types of cooking utensils and equipment determined ii. Function and usage of cooking utensils and equipment determined iii. Cooking

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	preparation iii. Muffin ingredients such as; <ul style="list-style-type: none"> • Sugar • Salt • Baking powder • Egg • Flour • Water • Corn oil • Butter 					utensils and equipment arranged iv. Muffin ingredients prepared according to standard recipe
		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 muffin ingredients according to standard recipe	<u>Attitude:</u> i. Organise in preparing muffin <i>mise en place</i> <u>Safety:</u> i. Careful in checking and	8 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			testing equipment in good condition ii. Adhere to safety practice			
3. Carry out muffin preparation	i. Method of mixing muffin <ul style="list-style-type: none"> • Muffin method • Creaming method ii. Techniques of muffin preparation <ul style="list-style-type: none"> • Mixing • Portioning • Baking iii. Procedure of muffin preparation			12 hours	Lecture	i. Muffin standard recipe followed ii. Utensils and equipment utilised iii. Muffin ingredients measured according to standard recipe iv. Muffin ingredients mixed according to standard recipe
		i. Follow muffin standard recipe ii. Utilise utensils and equipment iii. Measure muffin ingredients according to standard recipe iv. Mix muffin ingredients according to standard recipe v. Apply muffin baking technique vi. Follow procedure of muffin fillings preparation		42 hours	Demonstration & Observation	v. Muffin baking technique applied vi. Procedure of muffin fillings preparation followed

Attitude:

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			i. Adhere to hygiene practise ii. Neat and tidy in carrying out muffin 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			
4. Carry out muffin finishing work	i. Muffin finishing work (Dusting) ii. Method of muffin product display and packaging			4 hours	Lecture	i. Muffin finishing work determined ii. Muffin product displayed and packed according to requirements
		i. Determine muffin finishing work ii. Display and pack muffin product		7 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		according to requirements	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Adhere to hygiene practise ii. Neat and tidy in carrying out muffin finishing and decoration <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling equipment iii. Adhere to kitchen safety and health procedure 			
5. Check muffin quality and quantity	<ul style="list-style-type: none"> i. Muffin shape ii. Muffin texture iii. Muffin aroma iv. Muffin colour v. Muffin flavour and taste vi. Muffin appearance vii. Muffin quantity and quality contribution 			2 hours	Lecture	<ul style="list-style-type: none"> i. Muffin shape checked ii. Muffin texture checked iii. Muffin aroma checked iv. Muffin colour checked

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	factors <ul style="list-style-type: none"> • Preparation process • Temperature 					v. Muffin flavour and taste checked vi. Muffin appearance checked
		i. Check muffin shape ii. Check muffin texture iii. Check muffin aroma iv. Check muffin colour v. Check muffin flavour and taste vi. Check muffin appearance vii. Confirm muffin quantity meets with standing order	<u>Attitude:</u> i. Responsible in checking muffin quality and quantity ii. Adhere to hygiene practise <u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) ii. Adhere to kitchen safety, hygiene	2 hours	Demonstration & Observation	vii. Muffin quantity meets with standing order confirmed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			and health procedure			
6. Record muffin preparation activities	i. Flow of reporting line ii. Muffin preparation reporting format iii. Method of reporting muffin preparation activities <ul style="list-style-type: none"> • Verbal • Checklist • Written iv. Procedure of reporting muffin preparation activities			1 hour	Lecture	i. Personnel involved determined ii. Muffin preparation activities reporting format determined iii. Method of reporting muffin preparation activities applied
		i. Determine personnel involved ii. Determine muffin preparation activities reporting format iii. Apply method of reporting muffin preparation activities iv. Generate muffin preparation activities report		1 hours	Demonstration & Observation	iv. Muffin preparation activities report generated v. Procedure of reporting muffin preparation activities followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		v. Follow procedure of reporting muffin preparation activities	<u>Attitude:</u> i. Meticulous in writing report ii. Clarity and responsible in reporting muffin 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(Muffin tray, scale, measurement spoon & cups, spatula, mixing bowl, scraper, baking tray, tray rack)	1:4
3. Working table	1:4
4. Stove	1:4
5. Mixer	1:4
6. Oven	1:20
7. Chillers	1:20
8. Freezer	1:20
9. Muffin cup	1:1
10. Muffin ingredients	1:1
11. Muffin standard recipe	1:1
12. Packaging materials	1:1
13. Personal Protective Equipment (Safety boot, chef hat, disposable glove, apron)	1:1

References

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