

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FOOD AND BEVERAGES					
Job Area	PASTRY PRODUCTION					
Competency Unit Title	CAKES PREPARATION					
Competency Unit Descriptor	Cakes preparation is to produce cakes product 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 cakes preparation shall be able to carry out cakes preparation, product finishing and end product display to meet required quality and quantity.					
Competency Unit ID		Level	2	Training Duration	132 Hours	Credit Hours
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Identify cakes 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. Cakes standing order iii. Production quantity iv. Delivery time v. Cakes standard recipe vi. Types of cakes such as;			3 hours	Lecture	i. Standing order interpreted thoroughly ii. Production quantity determined iii. Delivery time determined iv. Cakes preparation workflow determined

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Sponge • Chiffon • Butter • Cheese vii. Cakes preparation workflow					
		i. Interpret standing order ii. Determine production quantity iii. Determine delivery time iv. Obtain standard recipe v. Determine types of cakes vi. Determine cakes preparation workflow	<u>Attitude:</u> i. Resourceful in identifying cakes preparation requirements <u>Safety:</u> -Not applicable-	3 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Prepare cakes <i>mise en place</i>	i. Types of cooking utensils and equipment such as; <ul style="list-style-type: none"> • Whisk • Baking tray • Scale • Measurement cups • Mixer • Stove • Mould • Oven ii. Function and usage of cooking utensils and equipment for cakes preparation iii. Determine cakes ingredients such as; <ul style="list-style-type: none"> • Flour • Eggs • Salt • Sugar • Milk • Butter • Baking powder • Flavourings 			6 hour	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 accordingly iv. Cakes ingredients determined
		i. Determine types of		12 hours	Demonstration	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		cooking utensils and equipment ii. Determine function and usage of cooking utensils and equipment iii. Arrange cooking utensils and equipment iv. Determine cakes ingredients	<u>Attitude:</u> i. Organise in planning of cakes <i>mise en place</i> <u>Safety:</u> i. Careful in checking and testing equipment ii. Adhere to kitchen safety practice		& Observation	
3. Carry out cakes preparation	i. Techniques of cakes preparation <ul style="list-style-type: none"> • Folding • Mixing <ul style="list-style-type: none"> – Creaming method – Melting method – One stage 			18 hour	Lecture	i. Cakes standard recipe interpreted ii. Utensil and equipment utilised iii. Cakes

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> method <ul style="list-style-type: none"> – Sponge method ii. Methods of cakes preparation such as; <ul style="list-style-type: none"> • Baking • Water bath • Steaming iii. Procedures of cakes preparation 					<ul style="list-style-type: none"> ingredients according to standard recipe measured iv. cakes ingredients prepared according to standard recipe
		<ul style="list-style-type: none"> i. Follow cakes standard recipe ii. Utilise utensil and equipment iii. Measure cakes ingredients according to standard recipe iv. Prepare cakes ingredients according to standard recipe v. Apply techniques of cakes preparation vi. Apply method of cakes preparation method 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Adhere to hygiene practise ii. Neat and tidy in carrying out cakes preparation 	48 hours	Demonstration & Observation	<ul style="list-style-type: none"> v. techniques of cakes preparation applied vi. method of cakes preparation applied

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) ii. Careful when handling sharp utensils and electrical equipment iii. Adhere to kitchen safety, hygiene and health procedure			
4. Carry out cakes product finishing and decoration	i. Types of cakes product finishing and decoration such as: <ul style="list-style-type: none"> • Topping such as; <ul style="list-style-type: none"> – Fruit base/jam – Chocolate – Nuts • Icing • Cream • Filling such as; <ul style="list-style-type: none"> – Chocolate – Fruit base/jam – Butter cream – Cream 			12 hour	Lecture	i. Determine types of cakes product finishing and decoration ii. Select ingredients and materials for cakes finishing and decoration iii. Apply techniques

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> ii. Technique of glazing, topping and filling iii. Method of cakes product display and packaging 					<ul style="list-style-type: none"> of glazing and topping cakes product according to standing order
		<ul style="list-style-type: none"> i. Determine types of cakes product finishing and decoration ii. Select ingredients and materials for cakes finishing and decoration iii. Apply techniques of glazing and topping cakes product according to standing order iv. Cakes product display and packed according to requirements 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Adhere to hygiene practise ii. Neat and tidy in finishing and decoration cakes product <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear appropriate 	22 hours	Demonstration & Observation	<ul style="list-style-type: none"> iv. Cakes product display and packed according to requirements

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			Personal Protective Equipment (PPE) ii. Careful when handling equipment iii. Adhere to kitchen safety, hygiene and health procedure			
5. Check cakes preparation product quality and quantity	i. Cakes product appearance i. Cakes product texture ii. Cakes product aroma iii. Cakes product colour iv. Cakes product flavour and taste v. Cakes product quantity and quality contribution factors			2 hours	Lecture	i. Cakes product appearance confirmed ii. Cakes product texture confirmed iii. Cakes product aroma confirmed
		i. Check cakes product appearance ii. Check cakes product texture iii. Check cakes product aroma iv. Check cakes product colour v. Check cakes product		4 hours	Demonstration & Observation	iv. Cakes product colour confirmed v. Cakes product flavour and taste confirmed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		flavour and taste vi. Confirm cakes product quantity meets with standing order	<p><u>Attitude:</u></p> <p>i. Responsible in checking cakes quality and quantity</p> <p>ii. Adhere to hygiene practise</p> <p><u>Safety:</u></p> <p>i. Wear appropriate Personal Protective Equipment (PPE)</p> <p>ii. Adhere to kitchen safety, hygiene and health procedure</p>			vi. Cakes product quantity confirmed
6. Produce cakes preparation activities report	<p>i. Flow of reporting line</p> <p>ii. Cakes preparation reporting format</p> <p>iii. Method of reporting cakes preparation activities such as;</p> <ul style="list-style-type: none"> • Verbal • Checklist 			1 hour	Lecture	<p>i. Cakes preparation activities reporting format determined</p> <p>ii. Method of reporting</p>

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Written iv. Procedure of reporting cakes preparation activities					cakes preparation activities applied
		i. Determine personnel involved ii. Determine cakes preparation activities reporting format iii. Apply method of reporting cakes preparation activities iv. Generate cakes preparation activities report v. Follow procedure of reporting cakes preparation activities	<u>Attitude:</u> i. Meticulous in writing report ii. Clarity and responsible in reporting cakes preparation activities iii. Adhere to report submission	1 hours	Demonstration & Observation	iii. Cakes preparation activities report generated

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			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, nozzle, rolling pin, cakes, cutter, scraper, can opener, pastry brush, turn table, cake board)	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. Cakes ingredients	1:1
12. Cakes standard recipe	1:1
13. Personal Protective Equipment (safety boot, Chef hat, apron, disposable glove)	1:1

References

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