

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FOOD AND BEVERAGES					
Job Area	BAKERY PRODUCTION					
Competency Unit Title	BAKERY PRODUCT AND MATERIAL HANDLING					
Competency Unit Descriptor	Bakery product and material handling is to handle bakery product and material in accordance with production requirement, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practice (GMP) and Halal requirements. The personnel who are competent in bakery product and material handling shall be able to carry out bakery product and material handling to meet required quality and quantity.					
Competency Unit ID		Level	2	Training Duration	30 Hours	Credit Hours
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Identify bakery product and material handling requirement	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. Types of bakery product and material such as; <ul style="list-style-type: none"> • Raw material • Semi finished products such as; <ul style="list-style-type: none"> – Pizza base – Hard roll 			2 hours	Lecture	i. Types of bakery product and material identified ii. Bakery product and material handling standard operating procedure (SOP) determined iii. Bakery product and material handling workflow determined

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
	<ul style="list-style-type: none"> • Finished products iii. Bakery product and material handling Standard Operating Procedure (SOP) iv. Material requisition procedure v. Bakery product and material handling workflow 					
		<ul style="list-style-type: none"> i. Identify types of bakery product and material ii. Determine bakery product and material handling Standard Operating Procedure (SOP) iii. Determine bakery product and material handling workflow 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Resourceful in identifying bakery product and material handling requirements <p><u>Safety:</u></p> <p>-Not applicable-</p>	2 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
2. Arrange bakery product and material handling activities	i. Types of bakery utensils and equipment such as; <ul style="list-style-type: none"> • Baking tray • Food container • Trolley • Chillers • Freezer ii. Functions of utensils and equipment iii. Storage area such as; <ul style="list-style-type: none"> • Dry store • Chillers • Freezer 			2 hours	Lecture	i. Standing order obtained ii. Material requisition form obtained iii. Bakery utensils and equipment prepared iv. Accurate storage area with specified temperature identified
		i. Obtain standing order ii. Obtain material requisition form iii. Prepare bakery utensils and equipment iv. Identify accurate storage area with specified temperature	<u>Attitude:</u> i. Organise in arranging bakery	2 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			product and material handling activities <u>Safety:</u> i. Check and testing equipment in good condition ii. Adhere to kitchen safety practice			
3. Carry out bakery product and material handling	i. Procedures of bakery product and material collection ii. Standard packaging techniques iii. Standard labelling of bakery product and material iv. Storage procedures			4 hours	Lecture	i. Bakery product and material according collected to requisition & specification ii. Bakery product and material packed according to standard requirement
		i. Collect bakery product and material according to requisition & specification ii. Pack bakery product and material according to standard requirement iii. Label bakery product and material iv. Store bakery product and material according		12 hours	Demonstration & Observation	iii. Bakery product and material labelled iv. Bakery product and material stored according to accurate storage area

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		to accurate storage area	<p><u>Attitude:</u></p> <p>i. 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 and health procedure</p>			
4. Check bakery product and material handling effectiveness	<p>i. Quality of bakery product and material</p> <p>ii. Accuracy of bakery product and material quantity</p> <p>iii. Arrangement of bakery product and material</p> <p>iv. Compliance of HALAL requirements</p>			1 hour	Lecture	<p>i. Quality of bakery product and material checked</p> <p>ii. Accuracy of bakery product and material quantity checked</p> <p>iii. Arrangement of bakery product and material checked</p>
		<p>i. Check quality of bakery product and material</p> <p>ii. Check accuracy of bakery product and</p>		1 hour	Demonstration & Observation	<p>iii. Arrangement of bakery product and material checked</p> <p>iv. Compliance of bakery product</p>

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		material quantity iii. Check arrangement of bakery product and material iv. Confirm bakery product and material storage comply with HALAL requirements	<u>Attitude:</u> i. Responsible in checking bakery product and material handling effectiveness ii. Adhere to hygiene practise <u>Safety:</u> i. Wear appropriate Personal Protective Equipment (PPE) Adhere to kitchen safety, hygiene and health procedure			and material storage with HALAL requirements confirmed
5. Record bakery product and material handling activities	i. Flow of reporting line ii. Bakery product and material handling activities reporting format			1 hour	Lecture	i. Personnel involved determined ii. Bakery product and material

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	iii. Method of reporting bakery product and material handling activities <ul style="list-style-type: none"> • Verbal • Checklist • Written iv. Procedure of reporting bakery product and material handling activities					handling activities reporting format determined iii. Method of reporting bakery product and material handling activities applied iv. Bakery product and material handling activities report generated
		i. Determine personnel involved ii. Determine bakery product and material handling activities reporting format iii. Apply method of reporting bakery product and material handling activities iv. Generate bakery product and material handling activities report v. Follow procedure of reporting bakery product and material handling activities		2 hours	Demonstration & Observation	v. Procedure of reporting bakery product and material handling activities followed

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
			<u>Attitude:</u> i. Meticulous in writing report ii. Clarity and responsible in reporting bakery product and material handling 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(measuring scale, knife)	1:4
3. Kitchen equipment (chillers, freezer, trolley)	1:20
4. Food containers	1:1
5. Food packaging	1:1
6. Raw materials	1:1
7. Semi finished products	1:1
8. Finished products	1:1
9. Requisition form	1:1
10. Personal Protective Equipment (safety boot, Chef hat, disposable glove, apron)	1:1

References

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