

## CURRICULUM of COMPETENCY UNIT (CoCU)

<b>Sub Sector</b>	FOOD AND BEVERAGES						
<b>Job Area</b>	PASTRY PRODUCTION						
<b>Competency Unit Title</b>	PASTRY PRODUCT AND MATERIAL HANDLING						
<b>Competency Unit Descriptor</b>	Pastry product and material handling is to handle pastry product and material in accordance with Standard Operating Procedure (SOP), production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practice (GMP) and Halal requirements. The personnel who are competent in handling pastry product and material shall be able to carry out handling pastry product and material to meet required quality.						
<b>Competency Unit ID</b>		<b>Level</b>	2	<b>Training Duration</b>	30 Hours	<b>Credit Hours</b>	
<b>Work Activities</b>	<b>Related Knowledge</b>	<b>Applied Skills</b>	<b>Attitude / Safety / Environmental</b>	<b>Training Hours</b>	<b>Delivery Mode</b>	<b>Assessment Criteria</b>	
1. Identify pastry product and material handling requirement	i. Safety, health and hygiene practices guidelines such as; <ul style="list-style-type: none"> <li>• OSHA</li> <li>• Environmental Quality Act 1974 (Act127)</li> <li>• Halal product compliance</li> <li>• HACCP</li> <li>• GMP</li> </ul> ii. Types of pastry product and material such as; <ul style="list-style-type: none"> <li>• Raw material</li> <li>• Semi finished products such as;               <ul style="list-style-type: none"> <li>– Tart shell</li> <li>– Ganache</li> </ul> </li> </ul>			3 hours	Lecture	i. Types of pastry product and material listed out ii. Material requisition procedure determined iii. Pastry product and material handling Standard Operating Procedure (SOP) determined iv. Pastry product and	

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	<ul style="list-style-type: none"> <li>– Sponge cake</li> <li>• Finished products</li> <li>iii. Pastry product and material handling Standard Operating Procedure (SOP)</li> <li>iv. Material requisition procedure</li> <li>v. Pastry product and material handling workflow</li> </ul>					material handling workflow determined
		<ul style="list-style-type: none"> <li>i. Determine types of pastry product and material</li> <li>ii. Determine material requisition procedure</li> <li>iii. Determine pastry product and material handling Standard Operating Procedure (SOP)</li> <li>iv. Determine pastry product and material handling workflow</li> </ul>	<u>Attitude:</u> <ul style="list-style-type: none"> <li>i. Resourceful in identifying pastry product and material handling requirement</li> </ul>	2 hours	Demonstration & Observation	

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			<u>Safety:</u> -Not applicable-			
2. Plan pastry product and material handling activities	i. Types of pastry utensils and equipment such as; <ul style="list-style-type: none"> <li>• Baking tray</li> <li>• Food container</li> <li>• Trolley</li> <li>• Chillers</li> <li>• Freezer</li> </ul> ii. Functions of utensils and equipment iii. Types of pastry product and material storage area such as; <ul style="list-style-type: none"> <li>• Dry store</li> <li>• Chillers</li> <li>• Freezer</li> </ul>			4 hour	Lecture	i. Utensils and equipment for pastry product and material handling Prepared ii. Accurate storage area with specified temperature determined
		i. Obtain standing order ii. Obtain material requisition form iii. Prepare utensils and equipment for pastry product and material handling iv. Determine accurate storage area with specified temperature		2 hours	Demonstration & Observation	

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			<u>Attitude:</u> i. Organise in planning pastry product and material handling activities  <u>Safety:</u> -Not applicable-			
3. Carry out pastry product and material handling	i. Procedures of pastry product and material collection ii. Method of checking during receiving of pastry product and material such as <ul style="list-style-type: none"> <li>• Appearance</li> <li>• Colour</li> <li>• Expiry date</li> </ul> iii. Techniques of packaging pastry product and material iv. Standard labelling of pastry product and material v. Pastry product and material storage procedures			4 hour	Lecture	i. Pastry product and material according to requisition & specification collected ii. Pastry product and material during receiving according to Standard Operating Procedure (SOP) checked iii. Pastry product and

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		<ul style="list-style-type: none"> <li>i. Collect pastry product and material according to requisition &amp; specification</li> <li>ii. Check pastry product and material during receiving according to Standard Operating Procedure (SOP)</li> <li>iii. Pack pastry product and material according to standard requirement</li> <li>iv. Label pastry product and material</li> <li>v. Store pastry product and material according to accurate storage area</li> </ul>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Adhere to hygiene practise</li> <li>ii. Neat and tidy in carrying out pastry product and material handling</li> </ul> <p><u>Safety:</u></p> <ul style="list-style-type: none"> <li>i. Wear appropriate Personal Protective</li> </ul>	8 hours	Demonstration & Observation	<ul style="list-style-type: none"> <li>material packed according to standard requirement</li> <li>iv. Label pastry product and material labelled</li> <li>v. Pastry product and material stored according to accurate storage area</li> </ul>

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			Equipment (PPE) ii. Adhere to kitchen safety, hygiene and health procedure			
4. Check pastry product and material handling effectiveness	i. Quality of pastry product and material ii. Accuracy of pastry product and material quantity iii. Arrangement of pastry product and material			2 hour	Lecture	i. Quality of pastry product and material confirmed ii. Accuracy of pastry product and material quantity confirmed
		i. Check quality of pastry product and material ii. Check accuracy of pastry product and material quantity iii. Check arrangement of pastry product and material iv. Confirm pastry product and material storage comply with HALAL, HACCP and GMP requirements	<u>Attitude:</u> i. Responsible in checking pastry product and	3 hours	Demonstration & Observation	iii. Arrangement of pastry product and material confirmed iv. Pastry product and material storage complied with HALAL requirements

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			material 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			
5. Produce pastry product and material handling activities report	i. Flow of reporting line ii. Pastry product and material handling activities reporting format iii. Method of reporting pastry product and material handling activities such as; <ul style="list-style-type: none"> <li>• Verbal</li> <li>• Checklist</li> <li>• Written</li> </ul> iv. Procedure of reporting pastry product and material handling activities			1 hours	Lecture	i. Determine pastry product and material handling activities reporting format determined ii. Method of reporting pastry product and material handling activities applied iii. Pastry product and

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		<ul style="list-style-type: none"> <li>i. Determine personnel involved</li> <li>ii. Determine pastry product and material handling activities reporting format</li> <li>iii. Apply method of reporting pastry product and material handling activities</li> <li>iv. Generate pastry product and material handling activities report</li> <li>v. Follow procedure of reporting pastry product and material handling activities</li> </ul>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> <li>i. Meticulous in writing report</li> <li>ii. Clarity and responsible in reporting pastry product and material handling activities</li> <li>iii. Adhere to report submission dateline</li> </ul> <p><u>Safety:</u></p>	1 hours	Demonstration & Observation	material handling activities report generated



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			-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"> <li>1. Communication skills</li> <li>2. Conceptual skills</li> <li>3. Interpersonal skills</li> <li>4. Multitasking and prioritizing</li> <li>5. Self-discipline</li> <li>6. Teamwork</li> </ol>

## Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery	As required
2. Kitchen utensils (measuring scale, knife)	1:4
3. Kitchen equipment (chiller, freezer, trolley)	1:10
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, apron, disposable glove)	1:1

## References

### REFERENCES

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