

2232 Tray up and prepare flour confectionery for baking

SQA Unit Code

F3D4 04

Level 2

SCQF Level 5

Credit value 6

Unit Summary

This unit is about traying up and dressing the surface of flour confectionery mixtures in tins, foils or moulds in a non-automated bakery production environment. Flour confectionery products involved in traying up and dressing preparation typically includes; cake and sponge based products.

You need to show that you can correctly prepare trays for receiving products and accurately tray up tins or foils containing products like cake or sponge. You will need to demonstrate that you can accurately and reliably wash and dress (top out) the surfaces of products according to specification. Complying with health & safety, food safety and organisational requirements are essential features of this unit.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

You must be able to:	You need to show:
<p>1. Tray up flour confectionery products</p> <p>This means you:</p> <p>Check releasing agent supplies, and tools for application of releasing agent</p> <p>Clean and apply releasing agent to sufficient numbers of baking trays according to your instructions and specifications</p> <p>Select and apply the correct lining paper to trays where required</p> <p>Place individual shaped products, and products in tins, onto trays in correct numbers and positions</p> <p>Work to minimize waste and you correctly deal with scrap material</p> <p>Rack trays in the correct location for further processing</p>	<p>Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> <p>Evidence of traying up flour confectionery products as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>Comply with health, safety, food safety, and organisational requirements throughout traying up operations</p>	
<p>2. Top out flour confectionery products</p> <p>This means you:</p> <p>Check supplies and condition of products and materials for topping out, according to your instructions and specifications</p> <p>Wash and dress the surface of products to meet production needs</p> <p>Work to minimize waste and you correctly deal with scrap material</p> <p>Place products in the correct location for further processing</p> <p>Comply with health, safety, food safety and organisational requirements throughout topping out operations</p> <p>Operate within the limits of your own authority and capabilities</p>	<p>Evidence of topping out flour confectionery products as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

<p>You need to know and understand:</p> <p>Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.</p>
<ol style="list-style-type: none"> 1. to what standards of health & safety and food safety you are required to work during flour confectionery processing, why it is important that you do so, and what might happen if they are not met 2. why it is important to follow work instructions or product specifications or recipes with accuracy throughout flour confectionery processing to ensure successful products 3. how to seek advice and make process adjustments to mixtures, to take into account changes in ingredient performance, production timing and environmental conditions, necessary to keep mixtures within specification 4. methods to help ensure that processing is consistent and reliable 5. common sources of flour confectionery contamination during processing 6. how to avoid contamination during processing and what might happen if this is not done 7. how to recognise and report mixtures or products that do not meet specification during processing 8. the procedure for rejecting and isolating failed mixtures, mixture portions or products 9. what the lines and methods of effective communication during processing are and why it is important to use them correctly 10. what the documentation requirements during processing are and why it is important

to meet them.

11. personal protective clothing/equipment and working practices which are useful in combating the potentially harmful effects of dust and allergies resulting from breathing or skin contact with ingredients or mixtures
12. important handling factors in processing which seek to maintain mixture quality and performance
13. how to maintain mixture condition and deal with time constraints and variations to conditions throughout processing
14. the correct method for loading and unloading trays in racks
15. the importance of effective cleaning of tins, trays and utensils and their correct storage

Evidence of performance may employ examples of the following assessment:

- observation
- written and oral questioning;
- evidence from company systems (e.g. Food Safety Management System)
- reviewing the outcomes of work
- checking any records of documents completed
- checking accounts of work that the candidate or others have written