



National Unit specification: general information

Unit title: Post Baking Processes (SCQF level 5)

Unit code: FV02 11

Superclass: NE

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Summary

This Unit will provide candidates with the knowledge and skills to carry out the processes of filling, assembling and finishing a variety of baked products. This will include cakes, sponges and pastry products. They will also learn how to wrap and package a variety of baked products to a professional standard. This is a mandatory Unit within the National Certificate in Bakery (SCQF level 5) but is also suitable as a free standing Unit. This Unit is suitable for candidates who are school leavers or adult returners, ideally undertaking other bakery units. It is also suitable for those already working in the bakery industry wishing to gain formal qualifications.

Outcomes

- 1 Prepare a range of products, fillings and finishing materials.
- 2 Fill, assemble and finish bakery products.
- 3 Wrap and pack baked products.
- 4 Demonstrate safe and hygienic working practices.

Recommended entry

While entry is at the discretion of the centre, candidates would normally be expected to have attained one of the following Units: *Craft Baking: an Introduction F98Y 10* or *Cake Decoration: an Introduction F4ST 10*. Alternatively it would be useful for candidates to have equivalent industrial experience.

General information (cont)

Unit title: Post Baking Processes (SCQF level 5)

Credit points and level

1 National Unit credits at SCQF level 5; (6 SCQF points at SCQF level 5)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Core Skills

Opportunities to develop aspects of Core Skills are highlighted in the support notes of this Unit specification.

There is no automatic certification of Core Skills or Core Skill component in this Unit.

National Unit specification: statement of standards

Unit title: Post Baking Processes (SCQF level 5)

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Outcome 1

Prepare a range of products, fillings and finishing materials.

Performance Criteria

- (a) Prepare a range of products for filling and assembly in accordance with specifications and instructions.
- (b) Prepare a range of fillings, glazes and coatings in accordance with specifications and instructions.

Outcome 2

Fill, assemble and finish bakery products.

Performance Criteria

- (a) Fill a range of products according to given specifications and instructions.
- (b) Assemble a range of products according to given specifications and instructions.
- (c) Coat and glaze a range of products according to given specifications and instructions.
- (d) Decorate a range of products according to given specifications and instructions.

Outcome 3

Wrap and pack baked products.

Performance Criteria

- (a) Select appropriate wrapping and packaging materials.
- (b) Wrap a range of baked products according to specifications.
- (c) Package a range of baked products according to specifications.

Outcome 4

Demonstrate safe and hygienic working practices.

Performance Criteria

- (a) Wear appropriate protective clothing for the professional bakery.
- (b) Operate commercial bakery equipment safely.
- (b) Work safely and hygienically throughout.

National Unit specification: statement of standards (cont)

Unit title: Post Baking Processes (SCQF level 5)

Evidence Requirements for this Unit

Evidence is required to demonstrate that the candidates have achieved all of the Outcomes and Performance Criteria. All activities must comply with current Health and Safety and Hygiene regulations.

Performance and product evidence is required to demonstrate that the candidate has participated in a range of craft bakery production exercises to the standard specified in the Outcomes and Performance Criteria.

For outcomes 1-3 a minimum of one product from each of the following categories must be prepared:

- ◆ enriched fermented buns
- ◆ sponges or cakes
- ◆ choux pastry products
- ◆ meringues

All of the following processes must be used while finishing, filling, wrapping and packaging the above range of products:

- ◆ assembly
- ◆ coating
- ◆ glazing
- ◆ decorating
- ◆ finishing (materials will include any from the following list):
 - marzipan
 - fondant
 - sugar paste
 - royal icing
 - fresh cream
 - butter cream
 - fudge icing
 - cream cheese topping
 - synthetic cream
 - ganache
 - piping jelly
 - jam
 - jelly
 - apricot glaze
 - fresh fruit
 - water icing
 - nuts
 - glace fruit
 - custard
 - chocolate/bakers' compound
- ◆ selection of the correct wrapping and packaging material for each product
- ◆ hygienically and correctly wrapped products
- ◆ hygienically and correctly packaged products

National Unit specification: statement of standards (cont)

Unit title: Post Baking Processes (SCQF level 5)

Outcome 4 will be assessed throughout the Unit holistically with outcomes 1-3. Candidates must provide performance evidence to show that during activities in outcomes 1-3:

- ◆ appropriate protective clothing is worn
- ◆ safe working practices are followed when using equipment
- ◆ food safety guidelines are followed when handling food

All the evidence will be provided under open-book supervised conditions.

National Unit specification: support notes

Unit title: Post Baking Processes (SCQF level 5)

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 40 hours.

Guidance on the content and context for this Unit

This Unit is a mandatory Unit within the National Certificate in Bakery (SCQF level 5), but can also be taken as a free-standing Unit. The Unit should prepare candidates for progression to further study, employment or self employment in the bakery and cake decoration industries by providing skills in handling baked goods, finishing and decorating materials and by gaining experience of widely used industrial techniques. This Unit is also suitable for people already working in the bakery industry who wish to gain formal qualifications. Safe and hygienic working practices as well as conservation of materials are important aspects of the learning within this Unit.

This Unit is aligned to the following Improve Food and Drink Sector Skills Council National Occupational Standard (NOS) Units:

- ◆ 304 Batch finish craft dough products
- ◆ 314 Batch finish craft flour confectionery
- ◆ 315 Assemble and fill celebration cakes

Guidance on learning and teaching approaches for this Unit

In this Unit candidates are required to finish a variety of bakery products to specified standards.

In Outcome 1, candidates will learn about types of fillings, glazes, covering pastes, jellies and icings. In most cases there is no further heat treatment of the product and therefore the constituent parts of the preparations regarding their hygienic handling requirements must be understood and assessed. The composition of finishing materials and labelling claims must also be explored. Candidates would benefit from working in small groups to research and discuss cooling and storing of baked goods materials prior to finishing and packing. They could also discuss the hygienic handling aspects of filling and finishing baked products.

In Outcome 2, the emphasis is on the preparation of the bases as well as the filling and finishing materials. Specifications and instructions should be compiled and given to the learners to ensure that quality standards can be met. It would be advisable that methods of production for all products are demonstrated by the lecturer.

In Outcome 3, learning and assessment should centre on the finishing of the bakery goods produced. For Outcomes 2 and 3, examples of finishing materials will include: marzipan; fondant; sugar paste; royal icing; fresh cream; butter cream; fudge icing; cream cheese topping; synthetic cream; ganache; piping jelly; jam; jelly; apricot glaze; fresh fruit; water icing; nuts; glaze fruit; custard; chocolate/bakers' compound.

Learners should be given the opportunity to produce a comprehensive variety of goods reflecting as many different types of popular products as possible.

National Unit specification: support notes (cont)

Unit title: Post Baking Processes (SCQF level 5)

For Outcomes 2, 3 and 4, candidates would benefit from working in small groups to fill, assemble, finish and pack a comprehensive range of products using as many of the listed finishing materials as possible.

This Unit could be integrated and assessed with others in the programme such as Measuring and Mixing where they could be timetabled to run at the same time. The goods produced could provide evidence for assessment of both units. Practical classes could then be used for assessment in both units.

Guidance on approaches to assessment for this Unit

The following approaches to assessment are suggested:

- ◆ Outcomes 1-4: a series of practical exercises which could be recorded using either an observation checklist or a candidate log book
- ◆ assessment for the Unit Measuring and Mixing could also be recorded during these activities

Time should be allowed for any necessary re-assessment.

Opportunities for the use of e-assessment

E-assessment may be appropriate for some assessments in this Unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or e-checklists. Centres which wish to use e-assessment must ensure that the national standard is applied to all candidate evidence and that conditions of assessment as specified in the Evidence Requirements are met, regardless of the mode of gathering evidence. Further advice is available in *SQA Guidelines on Online Assessment for Further Education (AA1641, March 2003)*, *SQA Guidelines on e-assessment for Schools (BD2625, June 2005)*.

Opportunities for developing Core Skills

In this Unit candidates will learn how to take baked products and fill and finish them to a professional standard following instructions and specifications. They will learn how to assemble and decorate a variety of baked goods following instructions and specifications. Candidates will understand, and follow food safety guidance and ensure they are using equipment safely. This will require an awareness of safety of themselves and others.

They will also learn how to; select appropriate packaging for the product, wrap a variety of baked products to a professional standard and follow guidance on the use of labelling.

Candidates will:

- ◆ discuss the materials and ingredients required to finish the products
- ◆ select the appropriate filling and finishing media
- ◆ work co-operatively with others to assemble, finish and pack craft bakery products

As they are doing this Unit candidates will develop aspects of the following Core Skills: *Working with Others, Communication and Problem Solving*.

National Unit specification: support notes (cont)

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Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website www.sqa.org.uk/assessmentarrangements

History of changes to Unit

Version	Description of change	Date

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