



National Unit Specification

General information

Unit title: Craft Baking: An Introduction (SCQF level 4)

Unit code: F4ST 10

Superclass: NE

Publication date: October 2010

Source: Scottish Qualifications Authority

Version: 03

Unit purpose

This unit will introduce learners to craft baking. Learners will learn about basic food hygiene, health and safety issues, ingredient storage, equipment and terminology, while preparing, baking and finishing a range of bakery goods. It is suitable for learners who have no previous experience of baking.

Learners will participate in a number of activities, which will help them to develop the skills identified within this unit.

Outcomes

On successful completion of the unit the learner will be able to:

- 1 Prepare a selection of ingredients according to the product specification.
- 2 Use a range of mixing and preparation procedures according to the product specification.
- 3 Complete the product according to the product specification.

Credit points and level

1 National Unit credit at SCQF level 4: (6 SCQF credit points at SCQF level 4)

Recommended entry to the unit

Entry is at the discretion of the centre.

National Unit Specification: General information (cont)

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Core Skills

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

There is no automatic certification of Core Skills or Core Skill components in this unit.

Context for delivery

If this unit is delivered as part of a group award, it is recommended that it should be taught and assessed within the subject area of the group award to which it contributes.

The Assessment Support Pack (ASP) for this unit provides assessment and marking guidelines that exemplify the national standard for achievement. It is a valid, reliable and practicable assessment. Centres wishing to develop their own assessments should refer to the ASP to ensure a comparable standard. A list of existing ASPs is available to download from SQA's website (<http://www.sqa.org.uk/sqa/46233.2769.html>).

Equality and inclusion

This unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

National Unit Specification: Statement of standards

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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 selection of ingredients according to the product specification.

Performance criteria

- (a) Ingredients are selected according to the product specification.
- (b) The selected ingredients are weighed and measured accurately.
- (c) The selected ingredients are stored correctly.
- (d) Demonstrate the correct health and safety and food hygiene procedures throughout

Outcome 2

Use a range of mixing and preparation procedures according to the product specification.

Performance criteria

- (a) Mixing procedures are used according to the product specification.
- (b) Preparation procedures are used according to the product specification.
- (c) Demonstrate the correct health and safety and food hygiene procedures throughout.

Outcome 3

Complete the product according to the product specification.

Performance criteria

- (a) The temperature is set according to the product specification.
- (b) The baking time is calculated accurately according to the product specification.
- (c) Regularly monitor the baking process and use appropriate techniques to check for readiness.
- (d) Complete and finish each product to a commercially acceptable standard.
- (e) Demonstrate the correct health and safety and food hygiene procedures throughout.

National Unit Specification: Statement of standards (cont)

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Evidence requirements for this unit

Evidence must be produced to demonstrate that all outcomes and performance criteria have been met.

Performance evidence is required for this unit.

Practical activities for this assessment should be carried out under supervision and should provide opportunities to demonstrate good working practice.

Photographic evidence is required for finished products.

Outcomes 1, 2 and 3 — Performance evidence

Learners will be required to demonstrate by practical activity that they are able to:

- ◆ select ingredients according to the product specification
- ◆ weigh selected ingredients accurately
- ◆ measure selected ingredients accurately
- ◆ store ingredients correctly
- ◆ use mixing procedures according to the product specification.
- ◆ use preparation procedures according to the product specification.
- ◆ set the temperature according to the product specification.
- ◆ calculate the baking time accurately according to the product specification
- ◆ regularly monitor the baking process and use appropriate techniques to check for readiness
- ◆ complete and finish the product to a commercially acceptable standard
- ◆ carry out each activity using the correct health and safety and food hygiene procedures

Product categories

- ◆ powder goods — scones; scotch pancakes; raspberry buns; paris buns
- ◆ yeast goods — brown and white breads; rolls; fermented buns; fruit bread; pizza
- ◆ cakes — victoria sandwich; swiss roll; fairy cakes; cupcakes
- ◆ puff pastry (commercially produced) — sausage rolls; apple turnovers
- ◆ short/sweet short pastry — quiche; apple pie; empire biscuits; shortbread

At least two products from each of the product categories must be produced.

The activity must be carried out in supervised conditions, and an assessor observation checklist must be retained as evidence of performance.



National Unit Support Notes

Unit title: Craft Baking: An Introduction (SCQF level 4)

Unit support notes are offered as guidance and 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 can be taken as a free-standing unit, and is mandatory in the NPA in Bakery.

Practical activities should be carried out in an appropriate setting, which involves working with others in a team to develop good working practice.

The focus of this unit is practical. The unit will develop the skills required to carry out a range of preparation techniques, methods of baking and finishing techniques for bakery products.

It is essential that relevant aspects of current health and safety and food hygiene legislation are explained and applied throughout the practical activities of this unit. Learners should be aware of hazards and risks associated with working in a bakery setting and the controls which are in place to minimise risk. Before using a piece of machinery, learners should understand its purpose and use, its temperature and time settings (if appropriate), how to recognise faults and report them and also the correct procedures for storage of any machinery after use. The learner should also be made aware of and carry out the methods of cleaning as appropriate.

Products should be carefully selected and used as a means of developing an understanding of the processes, ingredients, materials and equipment used in their manufacture.

Product categories

- ◆ powder goods — scones; scotch pancakes; raspberry buns; paris buns
- ◆ yeast goods — brown and white breads; rolls; fermented buns; fruit bread; pizza
- ◆ cakes — victoria sandwich; swiss roll; fairy cakes; cupcakes
- ◆ puff pastry (commercially produced) — sausage rolls; apple turnovers
- ◆ short/sweet short pastry — quiche; apple pie; empire biscuits; shortbread

Ingredients: dry (including flour); fats; liquids; cooked/uncooked filling; yeast.

Mixing procedures for: pastes; batters; fermented dough; non-fermented dough.

Preparation procedures: piping; depositing (savoy bag); dividing; spreading; portioning; rolling out.

National Unit Support Notes (cont)

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Structured worksheets should be used during the delivery of this unit. This would encourage the learner to reflect on the equipment, ingredients and processes that they have used, together with the expected yield and portion size. It would also provide a reference for them of the activities that they have been involved in and the range of products that they produced.

Guidance on approaches to delivery of this unit

The requirements for the unit should be discussed with learners as part of the induction to the unit. The main approach to learning and teaching should be practical and experiential. Learners should be encouraged to learn through a variety of activities which are designed to enhance their awareness of the work that goes on in producing bakery products.

Each part of teaching and learning should incorporate both theory and practice to facilitate learning, and all outcomes should be integrated so that the learner experience is of a completed product on each occasion.

Opportunities should be taken to integrate the required knowledge of food hygiene and health and safety while participating in practical activities. In this way, food hygiene and health and safety procedures will not only be more relevant, but will be more easily understood and remembered. Learners should always be made aware of hazards and risks when working in a practical environment, and the controls that are in place to minimise these risks. The emphasis should always be on the practice of working safely and hygienically.

All new techniques and equipment should be demonstrated by the teacher/lecturer prior to the learners undertaking the preparation of products. The development of correct working practices must be emphasised.

Learners should be given clear instructions for each task to ensure that they are fully aware of what is expected of them and learners should be encouraged to follow standard recipes when carrying out the practical tasks, and to store these recipes for future reference.

Culinary terms commonly associated with bakery products should be explained, and learners should be encouraged to use them appropriately during practical activities.

The teacher/lecturer should encourage learners to monitor the baking process with regard to temperature and time, and to demonstrate techniques to check products for readiness.

It is strongly recommended that learners should complete structured worksheets to track the practical activities in which they have participated. This would encourage learners to reflect on their performance.

The unit should incorporate a variety of approaches to teaching and learning, including:

- ◆ teacher/lecturer demonstrations
- ◆ practical activities
- ◆ a variety of resources
- ◆ reflection and evaluation
- ◆ structured worksheets

National Unit Support Notes (cont)

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Guidance on approaches to assessment of this unit

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that would be more suitable to learners.

Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

The evidence requirements are fully expressed in the mandatory section of this unit specification. Assessor observation checklists and other assessment records should be maintained and kept up-to-date, to keep track of learner progress, and to provide evidence for internal and external verification purposes.

The assessment support pack provided for this unit illustrates the standard that should be applied, and includes assessor observation checklists.

If a centre wishes to design its own assessments for this unit, they should be of a comparable standard. Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met.

Opportunities for 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 social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the evidence requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at www.sqa.org.uk/e-assessment.

Opportunities for developing Core and other essential skills

In this unit learners will be weighing and measuring. Therefore, there will be opportunities to develop aspects of the following Core Skill:

- ◆ Numeracy

History of changes to unit

Version	Description of change	Date
03	Minor amendments to wording throughout for clarification.	26/11/19
02	Minor amends to pp 4 and 5. 'Empire biscuits; shortbread' removed from 'powder goods' product category and added to 'short/sweet short pastry' product category.	19/10/2010

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General information for learners

Unit title: Craft Baking: An Introduction (SCQF level 4)

This section will help you decide whether this is the unit for you by explaining what the unit is about, what you should know or be able to do before you start, what you will need to do during the unit and opportunities for further learning and employment.

This unit is designed to enable you to develop a basic level of knowledge and practical skills in preparing, baking and finishing a range of bakery goods. It will involve practical based learning, and covers the following:

- ◆ Developing an understanding of the ingredients and mixing procedures to prepare a range of bakery goods.
- ◆ Producing a range of bakery goods.
- ◆ Correct storage procedures for ingredients
- ◆ How to work in a safe and hygienic manner

You will produce two products from each of the following product categories:

- ◆ Powder goods
- ◆ Yeast goods
- ◆ Cakes
- ◆ Puff pastry
- ◆ Short/sweet short pastry

From each product category, you will produce two products. Suggestions on the types of products that can be made are:

Powder goods — scones; scotch pancakes; raspberry buns; paris buns

Yeast goods — brown and white breads; rolls; fermented buns; fruit bread; pizza

Cakes — Victoria sandwich; swiss roll; fairy cakes; cupcakes

Puff pastry — (commercially produced) — sausage rolls; apple turnovers

Short/sweet short pastry — quiche; apple pie; empire biscuits; shortbread

Successful completion of this unit will also enable you to develop aspects of the following Core Skills:

- ◆ Numeracy