



## Unit F2RB 04 (265)

## Prepare Ingredients and Store Sweet Fillings and Toppings in Food Manufacture

### Unit Summary

This Unit is about preparing, mixing, storing and maintaining the supplies of a range of fillings and toppings in a food production environment.

Flour confectionery fillings typically include: jam, butter-cream and non-dairy confectionery spreads, dairy cream, fruit fillings, mincemeat, and toppings include: fondants, water icing, royal icing, and chocolate covering.

Savoury fillings and toppings include: prepared meats, vegetables, cheeses, cereals, herbs and spices.

You need to show that you can identify and select ingredients or base preparations for fillings and toppings and prepare for mixing. You will need to prepare and mix ingredients correctly, adjust mixtures to meet specifications, store and maintain the supplies of fillings and toppings ready for processing.

*Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:*

#### Numeracy Intermediate 1

- ◆ Apply a range of straightforward numerical skills in everyday contexts.

#### Problem Solving Access 3

- ◆ Analyse a simple situation or issue.
- ◆ Plan, organise and complete a very simple familiar task.

***I have completed the requirements of this Unit.***

**Candidate name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Candidate signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***I can confirm the candidate has completed all requirements of this Unit.***

**Assessor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IV signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Assessment centre:** \_\_\_\_\_

| <p><b>You must be able to</b></p>   | <p><b>Evidence Requirements</b></p> <p><b>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.</b></p> <p>Your evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p> | <p><b>Evidence/Activity Ref No.</b></p> |
|---|--|---|
| <p>1</p> <p>Select, prepare and mix ingredients</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Select the correct ingredients according to instructions and specifications.</li> <li>(b) Weigh and measure the required ingredients accurately.</li> <li>(c) Isolate and report any substandard ingredients, and obtain authority to source replacement supplies where this is necessary.</li> <li>(d) Select and check the equipment is fit for purpose to meet production needs.</li> <li>(e) Prepare and mix ingredients according to specifications.</li> <li>(f) Check that you minimise waste and correctly deal with scrap material.</li> </ul> | <p>Evidence of selecting, preparing and mixing ingredients in accordance with workplace procedures.</p> <p>This must include three different.</p>  |   |
| <p>2</p> <p>Store and maintain supplies and fillings and toppings</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Select and check prepared fillings and toppings according to your instructions and specifications.</li> <li>(b) Place prepared fillings and toppings in the correct condition and location, and label where required, ready for further processing.</li> <li>(c) Monitor the quality of fillings and toppings against specifications and the quantity of these against production needs, and report and inconsistency to the relevant personnel.</li> </ul>   | <p>Evidence of storing and maintaining supplies, fillings and toppings in accordance with workplace procedures.</p> <p>This must include two types of supplies, fillings and toppings.</p>   |   |

|   |   | <b>Evidence Requirements (cont)</b>   |  |
|---|---|---|--|
| 3 | <p>Follow health, safety and hygiene requirements</p> <p>This means you:</p> <p>(a) Comply with health, safety and hygiene requirements.</p> <p>(b) Wear the correct personal protective clothing and equipment throughout preparation and production operations.</p> | <p>Evidence of following health, safety and hygiene requirements in accordance with workplace procedures.</p> |  |

**Evidence of Performance**

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg 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

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| <b>Candidate name:</b> |                 | <b>Assessor initials/date</b> |
|------------------------|-----------------|-------------------------------|
| <b>No</b>              | <b>Activity</b> |                               |
| 1                      |                 |                               |
| 2                      |                 |                               |
| 3                      |                 |                               |

**Unit F2RB 04 (265)****Prepare Ingredients and Store Sweet Fillings and Toppings in Food Manufacture**

| <b>You need to know and understand</b>  |   | <b>Evidence</b> |
|---|---|-----------------|
| 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. |   |                 |
| K1  | Health, safety and hygiene requirements related to mixing and storing flour confectionery fillings and toppings and what might happen if they are not met.  |                 |
| K2  | The basic purpose of the mixing process for flour confectionery fillings and toppings.  |                 |
| K3  | How to avoid contamination during mixing and storing flour confectionery fillings and toppings and what might happen if this is not done.   |                 |
| K4  | How to recognise and report flour confectionery fillings and toppings that do not meet specification.   |                 |
| K5  | The procedure for rejecting and isolating substandard fillings and toppings.  |                 |
| K6  | Types of personal protective clothing/equipment and working practices which are useful in combating potentially harmful effects of dust from ingredients and allergies from skin contact with ingredients, when mixing flour confectionery fillings and toppings. |                 |
| K7  | How to report on the quality and quantity of fillings and toppings and arrange for the production of supplies to meet production needs.   |                 |
| K8  | How to maintain filling condition and deal with time constraints, in readiness for processing.  |                 |

Notes/Comments

**Assessor signature:** \_\_\_\_\_**Date:** \_\_\_\_\_