



Unit F2NF 04 (286)

Select Weigh and Measure Bakery Ingredients

Unit Summary

This Unit is about identifying, selecting, weighing and measuring by hand a variety of bakery ingredients, important in the processing of bakery mixtures, in a non-automated bakery production environment.

You need to show that you can identify and select the correct ingredients, required by a product specification or recipe. You will need to check the condition of the ingredients, weigh or measure the correct quantities and store these in preparation for the mixing process or later use in production. Complying with health and 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.

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

Communication Access 2

- ◆ Read and understand very simple written communication.

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 simple 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: _____

You must be able to	Evidence Requirements	Evidence/ Activity Ref No.
1 Identify ingredients This means you: (a) Identify the specified ingredients. (b) Check quantities according to your instructions and specifications. (c) Carry out any calculations necessary to establish quantities of ingredients required to meet production needs.	Evidence of identifying three different types of ingredients eg powders, liquids, fruits, yeast and a production schedule or product specification. Your performance evidence must include at least one observation by your assessors in your work place or work placement/recipe in accordance with workplace procedures.	
2 Select ingredients This means you: (a) Select ingredients to meet production needs and check their condition for use. (b) Isolate and report ingredients of substandard quality, condition or quantity to the relevant personnel. (c) Take action where ingredients are not available to source alternative supplies or establish whether alternative ingredients can be utilised where permitted. (d) Store and position ingredients correctly ready for further processing. (e) Comply with health, safety, food safety and organisational requirements.	Evidence of selecting three different types of ingredients in accordance with workplace procedures.	

		Evidence Requirements (cont)	
3	<p>Weigh and measure ingredients</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Check selected ingredients against your instructions and specifications. (b) Select and check the accuracy of bakery weighing and measuring equipment. (c) Weigh and measure the required ingredients accurately, avoiding contamination. (d) Place the weighed and measured ingredients in the correct conditions and label storage containers or mixing bowls, where required, ready for further processing. (e) Comply with health, safety, food safety and organisational requirements. (f) Operate within the limits of your own authority and capabilities. 	Evidence of weighing and measuring three different types of ingredients in accordance with workplace procedures.	

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

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		

You need to know and understand		Evidence
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	To what standards of health and safety and food safety you are required to work, why it is important that you do so and what might happen if they are not met.	
K2	Common factors affecting quality of ingredients, during handling, weighing, measuring and storage.	
K3	The importance of handling and preparing ingredients at the optimum temperature and conditions for effective weighing, measuring and eventually mixing.	
K4	How to avoid contamination of ingredients during handling, weighing, measuring and storage and what might happen if this is not done.	
K5	How to recognise and report substandard ingredients, signs of contamination, infestation or damage to ingredients and packaging.	
K6	What the lines and methods of effective communication are and why it is important to use them.	
K7	What the documentation requirements are and why it is important to meet them.	
K8	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.	
K9	How to use work instructions and product specifications or recipes to calculate or adjust the ratio of ingredients required and ensure these meet production needs.	
K10	The importance of working within time constraints required by production schedule.	
K11	How to report non availability of ingredients and source alternative supplies of ingredients or alternative ingredients as permitted.	
K12	The importance of using the correct type of weighing and measuring equipment according to the types and quantities of ingredients used.	
K13	How to safely label and store ingredients ready for mixing or further processing.	

Notes/Comments

Assessor signature: _____ **Date:** _____