



Unit F2R7 04 (305)

Prepare and Mix Flour Confectionery

Unit Summary

This Unit is about preparing for mixing and mixing a range of flour confectionery mixtures in a non automated bakery production environment. Flour confectionery mixtures typically include; cake, sponge, almond based confectionery, meringue, and a variety of sweet fillings and toppings.

You need to show that you can check and adjust the condition of ingredients required by a product specification or recipe and prepare for mixing. You will need to mix ingredients correctly using different types of mixing equipment, adjust mixtures to meet final specifications and store mixtures ready for processing. 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 3

- ◆ Read and understand simple written communication.

Numeracy Access 3

- ◆ Apply simple 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: _____

	Evidence Requirements	Evidence/ Activity Ref No.
<p>You must be able to</p>	<p>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.</p> <p>Your evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p>	
1	<p>Prepare work area for mixing flour confectionery</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Obtain the correct instructions and specifications for mixing needs. (b) Check that weighed and measured ingredients are in the correct condition for use and make adjustments where this is necessary. (c) Isolate and report any substandard ingredients, obtain authority to source replacement supplies where this is necessary. (d) Check and report the safe availability of the mixing area and mixing equipment. (e) Comply with health, safety, food safety and organisational requirements. 	<p>Evidence of preparing work area for mixing flour confectionery according to workplace procedures.</p> <p>This must include four different types of ingredients, for four different flour confectionery mixtures.</p>

You must be able to	Evidence Requirements	
<p>Mix flour confectionery ingredients</p> <p>This means you:</p> <p>2 (a) Select the correct mixing equipment to meet mixing needs.</p> <p>(b) Mix ingredients according to instructions and specifications.</p> <p>(c) Check the quality of mixtures against specification and report any inconsistency to the relevant personnel.</p> <p>(d) Place mixtures in the correct condition and location, and label where required, ready for further processing.</p> <p>(e) Comply with health, safety, food safety and organisational requirements.</p> <p>(f) Operate within the limits of your own authority and capabilities.</p>	<p>Evidence of mixing flour confectionery ingredients according to workplace procedures.</p> <p>This must include mixing four different types of ingredients in four different flour confectionery mixtures.</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

Candidate name:		Assessor initials/date
No	Activity	
1		
2		

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 during flour confectionery processing, why it is important that you do so, and what might happen if they are not met.	
K2	Why it is important to follow work instructions or product specifications or recipes with accuracy throughout flour confectionery processing to ensure successful products.	
K3	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.	
K4	Methods to help ensure that processing is consistent and reliable.	
K5	Common sources of flour confectionery contamination during processing	
K6	How to avoid contamination during processing and what might happen if this is not done.	
K7	How to recognise and report mixtures or products that do not meet specification during processing.	
K8	The procedure for rejecting and isolating failed mixtures, mixture portions or products.	
K9	What the lines and methods of effective communication during processing are and why it is important to use them correctly.	
K10	What the documentation requirements during processing are and why it is important to meet them.	
K11	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.	
K12	Important handling factors in processing which seek to maintain mixture quality and performance.	
K13	How to maintain mixture condition and deal with time constraints and variations to conditions throughout processing.	
K14	The correct method for loading and unloading trays in racks.	
K15	The importance of effective cleaning of tins, trays and utensils and their correct storage.	

Notes/Comments

Assessor signature: _____

Date: _____